

# Public Libraries

(MONTHLY)  
(Except August and September)

Vol. 9

February, 1904

No. 2

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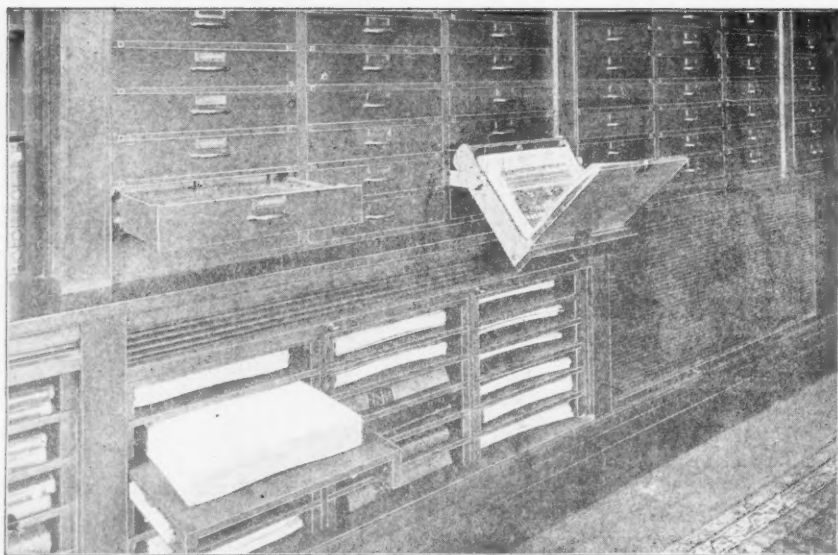
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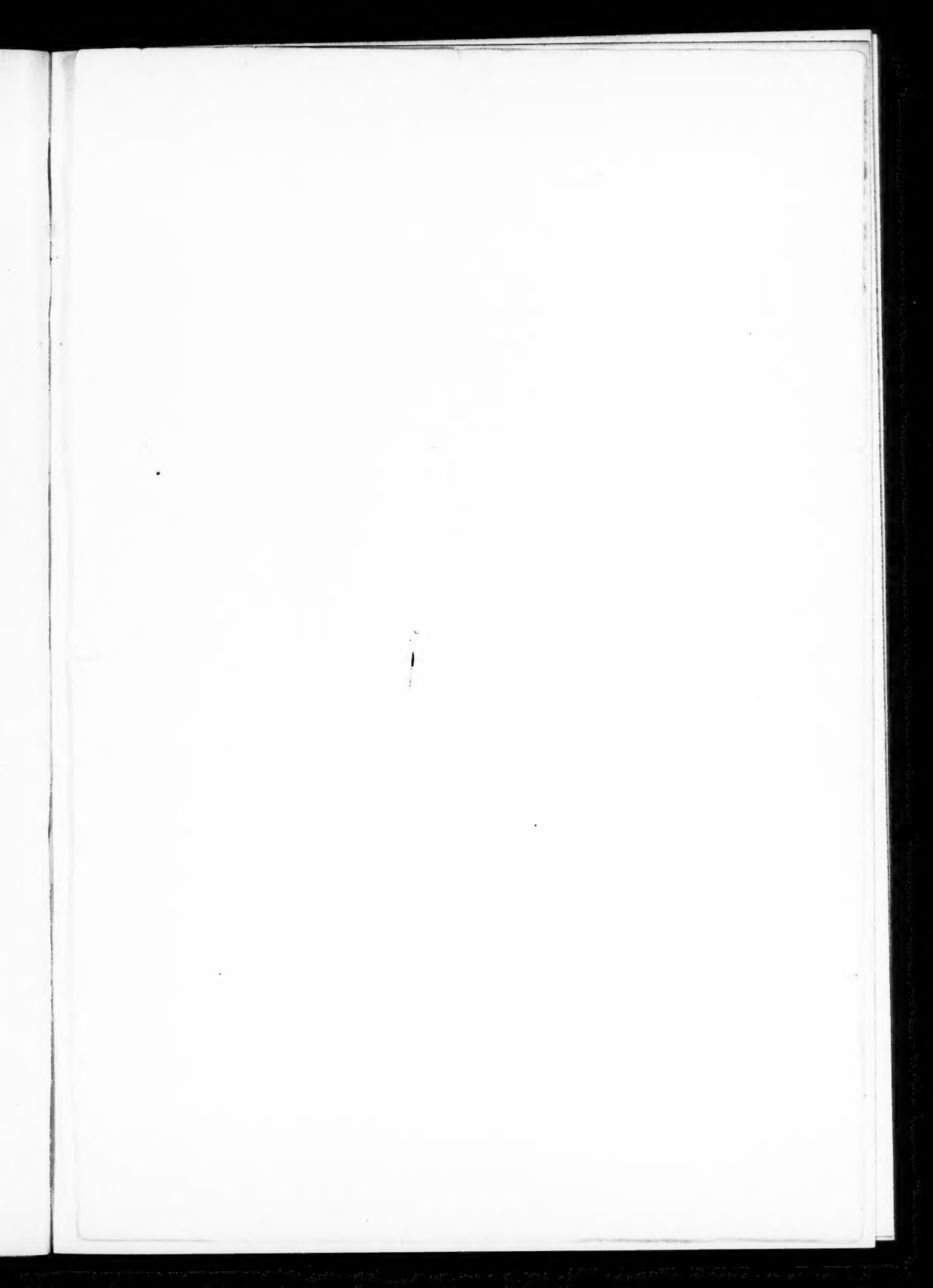
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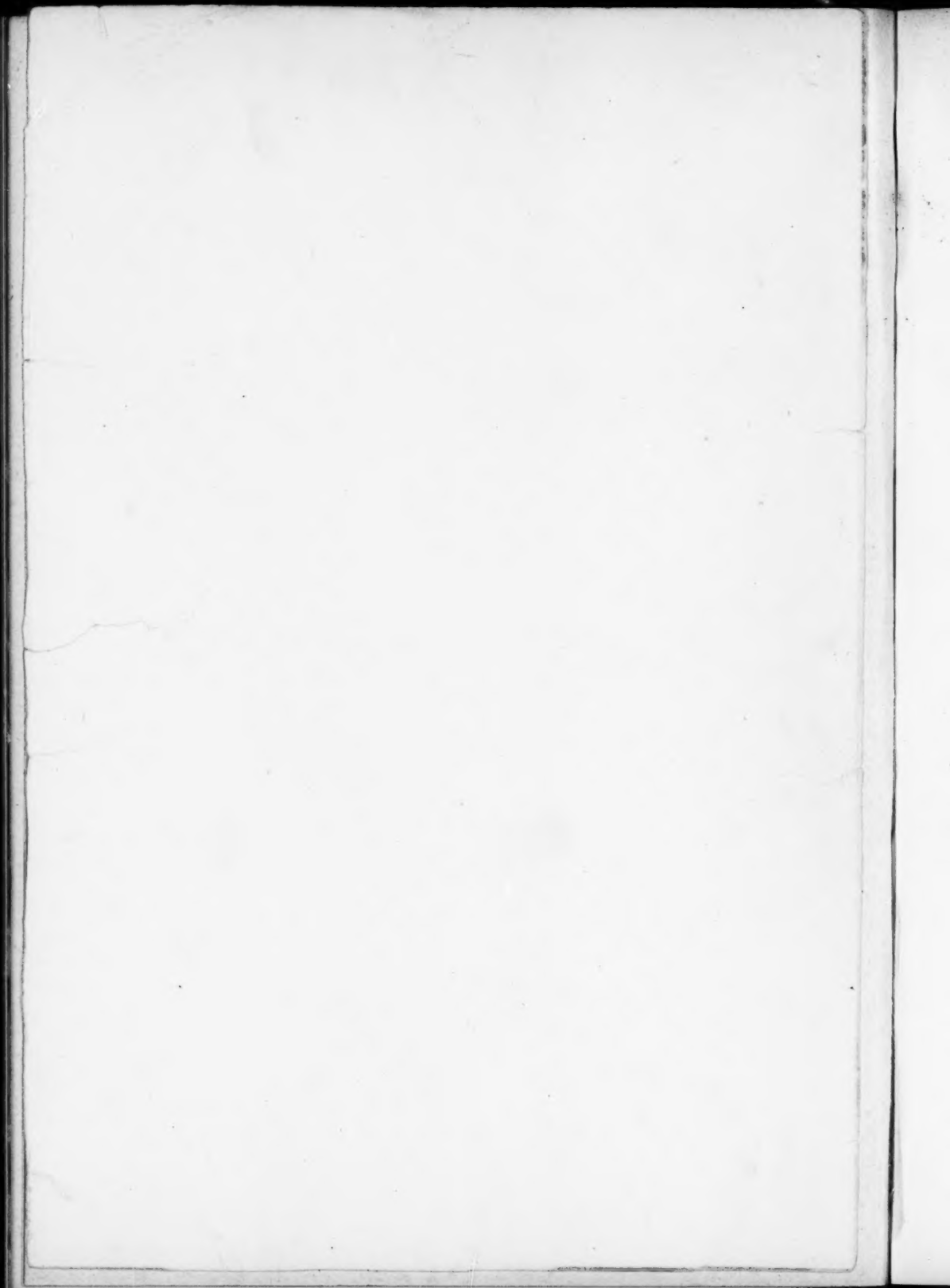
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# Public Libraries

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## Reference Work with the General Public

In response to an invitation from the Chicago library club, recently, the writer presented a short, informal talk on this subject, supplemented by contributions from a number of persons in positions enabling them from actual experience to have ideas of value upon the topic.

The material contributed by others was by all means the most important part of the program and what the writer had to offer was only a brief outline to prepare for what was to follow, and covered the following points:

The reference work of the library gives the institution its greatest value and may be called the heart of the work. The very best talent obtainable should be placed in the reference room and should be duly impressed with the value of the position. Here is where the real educative work is done, and the one chosen to perform it should be a well-educated person, well versed in books and their contents, possessing an inexhaustible fund of courtesy, patience, and sympathy with people, particularly with uninformed people, full of that charity which is not puffed up, doth not behave itself unseemly, vaunteth not itself, but suffereth long and is kind.

The arrangement and contents of the reference should receive attention with the purposes of the room in mind. Near at hand and as easy of access as is practicable should be cyclopedias, dictionaries of all kinds, concordances, handbooks on quotations, proverbs, customs, legends, history, etc., registers and sta-

tistics, genealogy and heraldry, indexes, bibliographies, transactions, and periodicals. The furniture and lights should be chosen for their helpfulness first and other considerations later; signs should be frequent and plain; light should be the result of study and not haphazard in relation to its use. Stationery, plain but serviceable should be at hand as far as possible.

Then the various cities which had contributed to the occasion were heard from through members of the club who read the contributions. The most of the papers are here given. There is not space, however, to give in entirety the material sent in. In many cases the papers have been condensed more or less and only the main points given. Several which were of some length and which dealt with the question from another viewpoint than the regular reference desk of a public library, are not given here but will be presented in these pages at another time.

There are a number of inquiries contained in the collection and we shall be very glad to give space to any answers given to any one of them by others.

MARY EILEEN AHERN.

Miss Wood, librarian, Cedar Rapids, Iowa

Three quite distinct classes of people come to the information desk for assistance.

1 The students who are the most numerous, the most critical and at the same time very appreciative. Either they want some special treatment of a subject or all that can be found upon it. Reference work with teachers so far as

it concerns their classes is done by the librarian in the children's room.

2 The club women, who, as a rule, desire a few well-selected articles that present the subject in a condensed form.

3 All the rest of the information seekers, who are for the most part busy men and women hunting for a brief treatise on some particular subject.

It is important to find out as tactfully as possible to which class the enquirer belongs and exactly what he wants. The motto for all reference workers is The best as quickly as possible.

As an aid to this end the following means are helpful:

1 Keeping in touch with current events. The first hour Monday morning is devoted to a round table on current events, in which all the staff join.

2 Keeping at the information desk an index of bibliographies and reading-lists that appear from time to time in library bulletins, periodicals, and elsewhere.

3 Keeping at the information desk a file of all references on subjects that are looked up. Formerly lists were typewritten, but the simplest and quickest method has proved to be a record on ordinary P slips. The entries are made in the form of an analytical catalog card (and we are thinking of gradually adding the more important references to our catalog). These slips are dated, tied or strapped together and arranged by subject alphabetically. If satisfactory material can not be found promptly, a note is made of the subject and the date when needed and all weak spots in the library reported to the librarian. The library desires sooner or later to meet all the demands made upon it so far as its funds will permit. It is felt that every seeker after knowledge should be satisfied either by our library directly, or by being referred to some larger and better library.

Clubs are requested to send in their programs early in the summer, so that the library may be better prepared to serve them in the fall.

4 The periodicals often contain timely articles that are overlooked before the arrival of the Cumulative in-

dex. If these are examined by the reference assistant as they come in, the important articles may be noted, posted on the bulletin board and later filed at the information desk. The plan of posting lists or magazine articles has not proved very successful. We are posting brief notices on slips at present.

5 For lack of room the library has not been preserving its newspapers but has been keeping many clippings. As the new library building will soon be erected, it has been decided to keep local papers and one New York paper for which an index has been published, and clip only matters of local interest, articles relating to the library itself and such other articles as seem timely, including biographical notices of prominent living men, especially those in our own state.

6 The staff spends an hour in the study of bibliography and reference work immediately after the current topics class. This year Miss Kroeger's list of reference books is being used as a text-book.

We do not think it worth while in our library at present to prepare many lists to attract readers. This winter it is the intention to post reading-lists for the staff as well as for the public. We desire to spend our extra time and energies in reading systematically, a limited number of the very best and most entertaining non-fiction books in our library, so that we may be better able to suggest the right book at the right time. The practice has proved invaluable in the children's room and we hope it may in the adult department. We are beginning with the list of 100 entertaining biographies issued by the Carnegie library of Pittsburg. We have not many of the books on this list, but think it will be very helpful for our purposes. Gradually in this way we hope to gain a good personal working knowledge of the best that we have to offer to our patrons. If we do this it will be possible for us to make but few lists besides those actually demanded by clubs, debaters, and very important occasions. In the past year the two really successful lists were those on Domestic economy and Arts and

## Reference Work with the General Public

crafts, which included home decoration. It is interesting to note that both of these touched the home.

General talks before clubs and classes on the use of the indexes will save much time on the part of the reference assistant. Our filed references are chiefly book analyticals in which our catalog is not as yet very strong.

When we can not find material in our library, it would be a great help if we could borrow from a larger library. What libraries in Chicago or elsewhere, nearby, are willing to lend books for a short period to the smaller libraries? I know of one request for such a loan that met with a most discouraging reply. So much red tape was required that an appeal was made to the Library of Congress and the book obtained. Is it best to apply directly to Washington always?

**Miss Myler, librarian of Branch No. 1, Detroit**

First of all have open shelves; books are for the use of the public and people learn how to use them by taking them from the shelves and making their own choice. The ideal reference assistant will strive to take a personal interest in the wants of each patron, and a spirit of sympathy and helpfulness should pervade the room.

Understand exactly what the enquirer is after before trying to meet his need. This point will require some tact on the part of the assistant.

Take time to explain to the newcomer the use of an index such as in books of quotations, almanacs, *Encyclopædia Britannica*, etc.; also explain the arrangement of the library catalogs, teaching them how to look under allied subjects, and to look first for the common name of subject wanted. Some well educated people sometimes have difficulty in giving their wants a proper catalog heading. Keep such helps as *Poole's Index*, *A. L. A.*, etc., in an easily accessible position, standing in order that dates and alphabetical arrangement may easily be seen.

Call attention to special indexes like the *Harper*, *Popular science monthly*, *Jones' legal index*, etc. Teach them to

use different sources—not to be dependent on one good general book of reference. Don't restrict readers in the number of books they may wish to use.

Spare no effort to give information people seek. If you do not know ask aid of the staff or even go outside of the library. Talk to experts along certain lines that you may know about the best books on special subjects and so stand ready to put them in the hands of beginners.

Keep a card catalog portrait index, also recitation index and special holiday list.

Keep in reference room in pamphlet cases, reference lists prepared by different libraries on different subjects.

Keep card catalog drawer on desk of club information, the kinds of things that have taken hours to dig out and in all probability will be wanted next year by another club.

Reserve duplicate copies of books being used by different clubs on shelves in the reference room. We do this also for the use of the Normal training school for teachers.

Keep a shelf for current events of such material as may be found in government documents and out of way sources.

A writing table supplied with blotters, pens and ink in reference room, is a much appreciated convenience.

**Miss Eastman, vice-librarian, Cleveland public library**

I have hoped for some time to see the following tried in a good public library. The popularizing of a knowledge of general reference books among 1) Women's clubs. The club women are evidently with us to stay. Librarians who are also club women, by being in at the making of the club programs, can, I believe, start the fashion for a study of reference books, which, even though it may often be superficial, may lead to something better.

2 The general public—through the daily papers; properly worked up, making it a "feature" of an important paper, I believe thousands of readers would be led through a course of instruction in reference books, and that many of them

would come to the library to examine these books and thereafter use them.

This is all theory as yet, but I am waiting an opportunity to put it into practice in our own library and I should like to see it tried elsewhere also.

**G. T. Clark, librarian, San Francisco public library**

I would like to emphasize just one point—the importance of the reference librarian as a factor in the work of a reference library. In a public library, dealing with all the varied elements of a community, the reference librarian is of vital importance. Many of those coming to the library are unaccustomed to the use of its tools, unfamiliar with the literature of the topic in hand and indiscriminating in the value of authorities. The reference librarian must make up for all these deficiencies and furthermore should be possessed of an angelic disposition, and be filled with an unquenchable desire to assist fellow beings.

**C. E. Wright, reference librarian, Cincinnati public library**

One point especially for books in science and the useful arts is this: As soon as a new edition of a work (in the 500's or 600's) is placed upon our open shelves we place the older edition on a shelf to which the public does not have access. Before doing this, however, we stamp "There is a later edition of this book in the library," on the title-page, the first page of the table of contents, and the first page of text. I believe this is a good idea, for in many instances it would seem almost criminal to offer a reader an old edition of a work in science or engineering, at least when the library possesses a later edition. If the latest edition is in use, however, the old edition may serve. The stamped words will then warn the user of the book that it is not up to date. In the few cases where revision is unimportant or additional matter very small in quantity, I do not stamp the book.

**Miss Shawhan, teacher of library usage, Kansas state normal school**

It has been impressed upon me, that

most reference librarians, outside of the large libraries know "reference books" pretty thoroughly, but they do not know the principal books on various subjects. The information found in the books usually known as reference books is brief and usually written for the general reader. The same information can be found in clearer form and more detail in books on the special subjects to be investigated, but many in our libraries do not know these books. Now it takes time to acquire this knowledge, and that is exactly what our assistants in small libraries do not have. They should have some time to study these books in their own libraries and they can not do this well at night after a hard day in the library.

I should be glad to have suggestions as to the means by which these conditions might be improved.

**Miss Wallace, librarian, Atlanta, Ga.**

I have been greatly interested in the development of reference work in the open shelf and delivery room. Owing to the fact that our reference room is on the second floor, there are a number of people who from sheer indolence prefer to do study-work in the open-shelf room rather than climb the stairs. There are others who are doing reference work who prefer to browse among the open shelves. They have learned the classification pretty well, and have probably made reference lists from the catalog, or have consulted Poole and the reference librarian for the necessary bibliographical information, and then prefer to return to the open-shelf room despite the fact that the room is necessarily more crowded and less quiet than the reference room upstairs. This increasing demand has forced us to duplicate a number of the more popular reference books to be kept in the open-shelf room. I would like to know if other libraries are having the same experience, and if they insist upon the applicant going to the reference room.

**Miss Hopkins, Madison (Wis.) public library**

The only criticism which I would make on prevailing methods is that it seems to me sometimes that too much

is done. Lists are frequently so long that only a person vitally interested would wade through them. A handful of good books, carefully selected and well annotated, with their interesting points carefully noted, will attract the ordinary, casual reader, where he will no more than glance at a long list. So, in the actual work of the reference room, I try to impress my assistants with the idea that they must not look up too much material. I have seen a mechanic, who asked for something, fairly frightened away by the pile of books set down in front of him, when a single interesting article in one of the good, technical periodicals would have given him all he wanted. This comes back to the old thought, which is after all the central thought, that the personality is the biggest thing.

I am bulletining each month on a small board just above the periodical rack, the interesting articles in the magazines which are not generally read; like the foreign magazines, our more solid or special ones, etc. It works very well and some of the magazines are much more worn than they used to be.

**Miss Tyler, secretary of library commission of Iowa**

In reference work, the educational value of the research itself in connection with the material needed by students is often overlooked. When the request comes from the high school student or the club woman for material on a certain subject, the quickest and easiest thing for the librarian to do is to find the books and magazine articles, turn to the exact pages and place them all before the person making the request without any effort on his part beyond the asking, sometimes the exact paragraphs being pointed out. This does not seem the wise thing to do if the library is to aid in developing self reliance and ability to really use books. This thought was recently set forth in an address by one of Iowa's prominent educators, wherein he condemned librarians for encouraging such a method, and urged that the students should be taught to use indexes

and catalogs, to become familiar with the classification, and develop ability in pursuing a subject, this being an element in developing strength for future experience. Said he, No one sets out a block of clients for the young attorney, or a group of patients for the young doctor. He must find them for himself.

**Miss Tobitt, librarian, Omaha public library**

It is generally conceded that the library must have a well rounded collection of books in charge of the most competent employee, as to scholarship, that the income of the library will afford. An important point in this connection is the use of the reference room by the boys and girls. The custom prevails in many libraries, I believe, of having the reference work for young people done in the children's room; and this is not a bad plan in some instances, but it is likely to place a barrier between the children's department and the rest of the library which it later will be found difficult to remove. To meet this demand made upon the reference department by the boys and girls for material suitable for their use this library is making a collection of duplicate text-books supplementary to those used in the schools, and the reference librarian in consultation with the children's librarian makes as careful preparation for the young people as for the adult.

Another point I wish to emphasize is the use of the museum in this connection. At one time we all resented the placing of a museum under the roof with the library, but it seems to have come to stay and in that case we may as well utilize it as much as possible. We have recently had placed in our museum a collection of grasses and sedges collected by a botanist of national reputation, and we feel sure this collection will be as valuable to us as our collection of books on this subject. We have also made great use of a collection of Egyptian coins in connection with the study of Egyptian history by a club which has devoted several years to the study of this subject. Many instances might be quoted, but these illustrate the point.



Jessie Allen, reference librarian, Indianapolis public library

A book misplaced is a book lost, and just as truly is indefinite knowledge not information. Make an entry for everything hunted and found, using a slip of cheap paper the size of catalog card. Make only one entry on a slip. File slips alphabetically. Make formal entry, with note of anything which will save time when subject is asked for next time. Characterize matter as to style, illustration, etc. Give shelf number, author, short title, date, pages and the important note, after the heading. Save everything. Newspaper clippings can be cut so as to fold against card and be filed in. My notion in this work is to collect material not found in the regular card catalog of subjects. Refer to A. L. A. Index and to Poole, putting library numbers in A. L. A. or any bibliography used in looking up the subject.

Have the few handbooks absolutely essential on revolving shelves, or any shelves convenient to the reference-clerk. Keep new handbooks there long enough to learn and then put back in proper places on main shelves. Have fewest possible number of books necessary to cover various fields of knowledge; these, together with the almanacs and condensations of statistics, make it possible for the reference clerk to get an intelligent start on most of subjects inquired for. They are as I say my "extended brains."

The business task is always to find a definite thing in a definite time. Conversation with the patron will develop which element is most important—time, or thoroughness of treatment of subject.

In contact with patrons eliminate personality from attitude of mind and body. The relation is a business one. It can be made friendly. It is a good plan to observe degrees of formality and be neutral in manner until the willingness or friendliness is evident to both sides, and may be safely shown without danger of its being mistaken for officiousness on the part of library attendant or familiarity on the part of the patron. A good

plan is to always be ready with "I do not know but—" then in manner and words convey the willingness to lend all aid which the resources of the library put at your command. Produce material and bibliography to help in the investigation of the subject. Treat the subject as interesting in its own nature, not taking prominent words of it merely as catchwords with which to collect any books of same title, or in certain formal divisions of the classification supposed to contain all written on such a subject. The dredging process has its place to be sure, but one may appear to be far afield formally and yet be on the trail of a clue to the nature of the subject. After that the gathering of the material is but an incidental matter. There, too, is often great disciplinary help in falling back on the "aids," since in that case one is not so often consulted as to what should go into the paper of the helpless or lazy people. Authorities can be cited. At the same time, to the student, this is always the polite, unobtrusive method. It is not the subject matter but the authorities and the books which concern the reference clerk, although at first presentation of the subject she must work with the patron in examining its nature. To the reference attendant who thinks to work in the routine way and please, as well as the one who labors sympathetically with her public it must be told that there never was a royal road to learning. The priests of knowledge forever remain members of an occult sect to the uninitiated.

In waiting upon young people and the uneducated get what you think is good on subject and show where it is good. Then take it for granted (without their noticing it) that they are going to take it. (Aside: It requires firmness to hand to the darcy who wishes a criticism of the "Scopalatta" a book on the Scarlet letter after it develops that his mistress is in a Hawthorne class. He is not a person to be consulted. (This is an extreme case—which just happened.)

The reference clerk can save much time and be up to date in book news by getting and filing the bulletins from

other libraries. In addition to these there should be at hand on a convenient shelf all bibliographies or reading-lists which treat of popular subjects, that is, those lists not for specialists. Arrange these alphabetically according to subject of bibliography. It will gradually come about that the library numbers get into the well used ones and this shelf will greatly supplement the reference cards.

It is presumed that store set by such tools as the Peabody institute catalog and A. L. A. lists is not a matter necessary to mention, since the use of such books falls into a mere matter of library economy like the reading of PUBLIC LIBRARIES and the *Library journal*.

Miss Isom, librarian, Portland, Ore.

You know I came out here fresh from Pratt with no experience, and the work has been one of reconstruction along every line; there was absolutely no reference work at all and I have simply had to do fiercely the duty that lay nearest, which has left me no time to develop or carry out theories. I suppose we all feel that some day when we can "sit and think" great things may happen. However, I'll tell you what this brief experience has taught me:

1 Room and assistants. Too much stress can not be laid on the proper room well lighted by day and by night, with every accessory for the student. Tables of various sizes and none of them too large. We have had great demand here for individual tables which could be reserved. So far as I know this demand is not universal; certainly I never heard of it at Pratt or in Cleveland, the only other libraries I know at all well. Our library being the only one in the state of any size makes a difference, for we have many people coming to town to do special work, and it is particularly exasperating to the student to find all the books which were gathered together for him one day put neatly back on the shelves when he comes to continue his labors the next morning, which of course must be done if he is working at a general table. A reference room should be

perfectly quiet, so that serious study may not be interrupted. The "sepulchral silence" objected to by some people can be obviated entirely by the attitude of the assistant in charge. It can be sympathetic silence, you know, or cheerful silence, but silent the room should be. The reference librarian should be a student and a scholar with a joy in "digging" positively grubby; no amount of experience or library school training can equal the work a born student can do, the combination of the three is the most desirable. Of course I need not speak of her "spirit" and her tact, etc. She needs it more than any one else in the library.

2 Aids for research. We opened our library with no catalog, not a list and with an exceedingly poor collection of reference books, many of them out of date, and all the work was carried on at one end of the circulating room. I refer you to my report of 1902 to show you how much was accomplished that first year under such adverse circumstances. It is all due of course to our exceedingly able reference librarian, Miss Rockwood. The first thing we did was to arrange our government documents according to check list order and they have been to us a mine of resource. I can not emphasize too strongly the value of documents in reference work—we can't keep house without them. The government catalogs, the late ones at any rate, are fairly full and not difficult to use. It is a matter of surprise to me that so few libraries make practical use of their documents; they are used only by those who call for what they want. We regard ours with positive tenderness, for they have helped us over a very difficult time. Pamphlets we also find extremely useful; we keep a classified catalog of them in the simplest form at the reference desk, and the work of cataloging them goes on hand in hand with the cataloging of the books. The government maps too we use constantly; they are similarly indexed. Reading-lists are continually being made for clubs and debating societies; we keep them on slips and file alphabetically. These are kept

up to date by the following means: The reference librarian indexes the most important articles in the current magazines, anticipating the cumulative, and also examines carefully all the new books as they come out from the cataloging room every Monday morning. The week old papers also go to her and those we do not bind are cut up and important clippings kept on file, after a plan I saw in Buffalo. Local publications are indexed when practical and that we find extremely useful. We advertise for club programs, and as it is our ambition to be the educational center of the state we do this work for many outside our constituency proper. We also feel that an impetus for serious study should come from the reference room and we have found that watching out for conventions such as state board of charities, irrigation commission, etc., and publishing selected lists of available material with an invitation to investigate further resources, has been a good thing to do. I do not agree with some reference librarians who wish that every good book, fiction included, could be duplicated for the reference collection. Let them be duplicated if possible, but segregate them in a reading room, let the reference room stand for the scholarly side of the library work, and keep it for the student. It ought to be the most attractive in the library, but every room ought to be that. It must be educational, and teachers and pupils should be taught to use the books themselves. I believe in teaching people to stand on their own feet as far as possible.

To sum up, an ideal reference department should have: 1) A large, well lighted, well arranged room; 2) A reference librarian who is a scholar; 3) Full command of the library resources by means of catalog, indexes, and lists; 4) It should cater to the student and not to the general reader. There is nothing new in all this.

Olive Jones, librarian, Ohio state university

Reduce those fractions of library work, known as functions, to their lowest terms

and they will be found to resolve themselves into two main divisions: 1) the lines of work pertaining to the acquisition of material, and 2) the lines of work whose purpose is to make that material available. The first of these is much the same in every library. Books must be ordered, documents and pamphlets must be collected, and all material must be recorded, no matter whether the library be large or small, public or private. The character of the second division, however, varies greatly with the character of the library. If it be in a large public library, it will include children's rooms, branches, home libraries and all such active work. If in a college library, there will be much time spent in teaching the use of books. The instruction in the use of books enters into all library work, but it is essentially the work of the college library. There, students should never simply be served. They should be taught. It is now the desire of all interested in library work to have this instruction in the use of books begun in the lower grades of the public schools. The work started in Cleveland, whereby the library has united with the board of education in providing a library instructor in the Normal school, is of the greatest significance. Let a teacher in the primary and grammar grades be instructed in the use of books and in the method of teaching others to use them, and their pupils, when they shall have reached the college, will have little need for much of the instruction now necessarily given in the college library. However, this desirable state has not yet been reached and the college finds it necessary to teach its students most of the elementary principles of book use. This is done partly by lectures, but constantly by individual help. The claim is made by one college library that it is the only department in the institution teaching according to the most advanced pedagogical methods, that is, by individual instruction. That this work is hard, that it takes the time of the reference assistants, goes without saying, but it is the work that pays.

But there are lines of work common



to all libraries which lie in the second division. These are classification, cataloging, circulation of books and reference work. Circulation and reference work are universally recognized as having to do with the use of books, but it is a question whether classification and cataloging are so considered. They exist, however, for no other purpose than to make books available, and rightly fall in this division.

It is conceded that in the minds of most people the work carried on in reference rooms and at information desks is looked upon as the work most concerned with making books available, and the term "reference" has come to have a restricted meaning. Indeed, the reference department has been called the "department of use," but the assertion is here ventured that great though its function is, it is not the whole of the "department of use." Let me state a syllogism. The reference department is the department of use. The department of use consists of all lines of work done in a library to make it available to its constituency. Without stopping to defend this conclusion, the fact is that advantage has been taken of it in the library of the Ohio state university to give the name "reference division," to a combination of five distinct lines of work: 1) Classification and shelf-listing, 2) cataloging, 3) circulation of books, 4) making of reference lists, and 5) the work of teaching students how to use the books. These have been combined, as has been said, into one division, known as the reference division, under the charge of one person known as the general reference librarian.

At the Chautauqua conference of the A. L. A. a paper was read entitled Dependence of the reference departments on cataloging and classification departments, and the statement was made that the reference librarian is at once wholly dependent upon the records of the departments which have had to do with getting the material ready for use.

Then followed a plea that records be made with a view to needs of reference department. In the arrangement just

mentioned the reference librarian is no longer dependent upon what others may give. He is the directing force, telling what he wants and with the authority to have the records as he needs them. No one can be more fitted to direct the work of both classification and cataloging than the man who knows from actual use of records and experience with people what is needed. After a year's experience it seems to us that much is gained by this arrangement. The assistants in the reference division, by their knowledge of the books which come to them through the work of classification and cataloging, are much better equipped through that very work to help the students. The cataloging and classification is better done because done by people who look at it from the point of view of what is needed by the users of the library.

As has been said, all of this work is at present under one person with the title of general reference librarian. The assistants are known as reference assistants. It is hoped eventually to have specialists who will attend to all these lines of work, each in his own specialty. The plan is to have a science librarian, an engineering librarian, and a law librarian. As it seems now, these four people, that is, the general reference librarian, the science, engineering and law librarians, will work together as the reference staff. The special librarians would probably need no assistants unless the scheme of branch libraries prevails in the institution, when assistants would have to be provided to keep the branch libraries open the required number of hours. The general reference librarian, however, must have various assistants. For a college library this plan of dividing work by subject rather than by technical detail will, I am sure, better serve the purpose of making the books available to the students.

As has been said, part of this scheme has borne the test of a year's experience. The rest is purely theoretical. Any criticisms or suggestions from experienced librarians will be greatly appreciated.

**Miss McLoney, librarian, Des Moines public library**

In doing reference work do not be afraid of giving people too much help. A theory prevails to some extent that students coming to the library should be taught to help themselves rather than to have the necessary work done for them. There is an element of truth in this idea and patrons certainly should be given as full information as they will take concerning reference helps, the use of the catalog, etc. As a rule people are glad to have this information and will utilize it so far as they are able to do so; but when all is done that can be done to promote self-help among the patrons of the reference department much remains which it is impossible for them to do for themselves, and needed help should be given without stint or grudging.

For successful reference work the resources of the library should be well known and should be developed by indexes and bibliographies, and by personal familiarity with these resources on the part of all who undertake to do the work. Cultivate the thought that it is the business of the library to serve as a bureau of information for the public, and every one connected with the institution will acquire a feeling of responsibility for keeping in mind results of research or items of news which may be of use to the people, and in a personal and informal way much material will be accumulated which will be a valuable addition to the resources of the library.

Above all things create an atmosphere of willing helpfulness. Every reference librarian knows that one of the most difficult pieces of work which he has to do is to find out just what people who come to him for help would like to know. Perhaps the ideas are not always clearly formulated in their own minds and many times they are embarrassed and apprehensive and hesitate to ask for what they really want. Doubtless everyone who has done such work has had the experience of discovering people wandering aimlessly about the library, taking down and looking into such books

as might be in sight, then closing and returning them with an air of disappointment. Very often these people are in anxious search of information which could be readily supplied, and the first thing for the librarian to do is to learn what this is. In many cases when this has been accomplished the rest is comparatively easy.

The prime elements of good reference work might be summarized something as follows:

- 1 A spirit of willingness on the part of the reference librarian which counts nothing too troublesome that will secure the desired result.

- 2 Having the resources of the library brought out to the fullest extent and made available.

- 3 Cultivation of the mental alertness which will quickly suggest possible sources of information upon obscure subjects concerning which catalog, index and bibliography may not offer what is needed.

- 4 Persistence. It very rarely is necessary to send inquirers away from the library without at least partial information upon the subject which they are looking up, and this never should be done until the fact is established beyond question that the library can not give the desired help.

**Miss Marvin, library instructor, Wisconsin, library commission**

The greatest fault in reference work, it seems to me, is the making of long lists and the lack of instruction. It seems that a very good catalog, with full subject analyticals, and the excellent periodical indexes do away to a great extent with the necessity for many lists. It is especially a waste of time to copy long lists of references from Poole. All of our small libraries ought to have the Abridged poole, and a reference to the index alone ought to suffice, unless a very few articles are selected after examination.

It is especially important to teach people, especially young people, to help themselves, and the time taken for compiling lists for publication or posting

would count more for permanent good if it were spent in instruction.

A good catalog is the first essential in reference work. The librarian should know her books thoroughly, and be quick to turn to the best articles. She should avoid swamping the inquirer, by finding out definitely what is needed and coming directly to the point, giving concise or long articles as needed, suited to the time and capacity of the reader.

First build up a good reference department, casting out obsolete works, and above all, buying where the best prices may be obtained. We all know that the list price of the subscription works and of some of the reference works is very little guide to what we should actually pay for them, and that the librarian who is inexperienced in buying reference books will probably waste a hundred dollars in building up this department, unless she takes advantage of the offers made by numerous second-hand dealers and firms which make a specialty of reference books. I think the most useful supplement that could be made to Miss Kroeger's list would be a sheet, revised from time to time, giving young librarians advice as to the prices which should be paid for the various encyclopædias. So that it is not a simple thing to build up a reference department; knowing the books is not enough, it must be supplemented with a knowledge of the market.

Librarians should be ready to consult dictionaries and cyclopædias themselves, and not spend time seeking for material on a subject which is pretty vague to them. It is no shame to be obliged to inform one's self. Much time is often saved by consulting the best special encyclopædia on a subject, not only for the definite information, but also for the possible bibliographies referring to the best material. One of the most important things is to know where bibliographies are to be found, either in the reference books or select subject bibliographies separately published. These select annotated bibliographies seem most important, as no one can know absolutely

what is the best material on every subject, and consequently such a bibliography is practically equivalent to calling to her aid the best informed specialist.

When the librarian is building up the department she must put all this material in order, index the many excellent reference lists to be found in library bulletins, and put the index cards right into the catalog. It is wise to use every good list already compiled and to collect much of this material. It will probably have to be brought to date, but the first thing to remember is never to do any work that has been done, the results of which are accessible.

My experience in watching librarians would lead me to suggest that reference work should not be confined to so-called "reference books," that the best textbooks on each subject or material from the circulating library should be used, and that very often this will be the best that can be done. The reference librarian must, then, not only be thoroughly familiar with reference books, know where subject bibliographies may be found, make use of reference lists, but she must also have a practical working knowledge of the circulating library. It does not seem out of place to suggest to beginners to work to meet real demands, and not to create a demand until the real need has been satisfied; that very often a few books put on a convenient shelf are better than a list; that after answering questions brought to her, the librarian may turn her attention to the advertising work of the circulating department, creating a demand for things that are worthy of attention.

The librarian of a small library is most fortunate in being in charge of all departments herself, and her reference work is to see that her whole library taken together meets the needs of the people. A systematic course of instruction for school children, club women and others who are to use the library constantly is her first work.

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The first volume of American bibliography by Charles Evans has appeared. It covers the period from 1639 to 1729.

### Lists Helpful to the Librarians of Small Libraries\*

Linda A. Eastman, vice-librarian, Cleveland, Ohio

The librarian of the small library, because of the meager funds at her demand, needs often to be doubly resourceful in putting her little collection of books to the utmost use, and in all ways of augmenting this collection. The following suggestions as to lists, bulletins, etc., which may be helpful toward these ends is confined almost entirely to such as are available at little or no cost.

The larger libraries publishing bulletins are always generous in sharing the results of their work, and usually the simple request to be put on their mailing lists will bring their bulletins to you regularly. A few of these bulletins are those of the Brookline, Cambridge, Cincinnati, Cleveland, Hartford, Newark, N. J., Pittsburg, Salem, and Springfield, Mass., public libraries, and the coöperative bulletins of Brooklyn and Providence. They may be of use to you in book selection, in classification and cataloging, and for the special reading-lists which they often contain and which are frequently on the most timely topics.

The New York state library bibliography bulletin for August, 1898, gives a 62-page index to subject bibliographies in library bulletins to Dec. 31, 1897; many of these older bulletins are still in print and to be had for the asking, as we know from our experience this year in a systematic attempt to complete the files in our library.

This index may be supplemented by the quarterly index to reference lists published by libraries, compiled by the Providence public library and appearing regularly in the bulletin of bibliography published by the Boston book company.

The bibliography bulletins of the New York state library are all of them worthy of a place on your shelves. They are also bound with the reports of the New York state library; the report for 1898 says of them:

This series of bulletins is mostly selected from

original bibliographies presented by the library school students as a condition of graduation. Those not printed are available in manuscript at the library or may be borrowed by permission. The school is glad to receive suggestions from librarians, teachers, leaders of clubs, or specialists, as to subjects for which bibliographies or reading-lists are specially needed, and contributions of available material are invited.

The most serious problem in the smaller libraries is to be able to tell readers what has been published, and to give practical assistance in hunting down material on almost every subject of human interest. It is fortunate that the work of our library school can be utilized in preparing these bulletins, which are of so great practical service, not only throughout this state, but largely in the most efficient libraries of the country, who eagerly add them to their working apparatus as fast as they are printed.

These bibliographies are many of them carefully annotated. Other bulletins issued by the University of the state of New York will also be found useful, such as the Study club bulletins, and they can be obtained at small cost.

Under the auspices of the New York state library a vote of the leading libraries of the country has been taken each year since 1894, on the best 50 books of the year for a village library, and the resulting list published in the library journal; these lists supplement the catalog of the A. L. A. library, and should be of use in selecting books to fill up your collections. Of practical help also in book selection, are the Suggestive list of books for a small library, and the Buying lists of recent books, recommended by the library commissions of Iowa, Minnesota, Wisconsin, Nebraska, and Delaware, and published by the Wisconsin commission. A new edition of the Suggestive list is to be published this fall. Nos. 7 and 8 of the Buying list contains a valuable annotated list of public documents for small libraries. The list of the first thousand volumes for a public library, issued by the New Jersey library commission, will be of great use to libraries just starting, and to others rounding out their collections.

Several of the library commissions are doing a good work not only for their own, but for all small libraries in the country through the printed matter which they send out so generously; the Handbook

\*Read before the Ohio library association, Oct. 7, 1903.

of library organization, published by the Minnesota, Iowa, and Wisconsin commissions, should be in the hands of every librarian and trustee of the smaller libraries; the Iowa commission bulletin is always helpful, while the Wisconsin commission's benefactions along this line are many. Among their special lists are Books on science and engineering suggested for small public libraries, and a Selected list of books on municipal government; the Selected list of books for girls and young women, compiled by Miss Stearns, we have used largely in our own work, and her list on Gardens and gardening is attractive enough to imbue anyone with a desire for gardening books and a trowel.

There are some excellent little coöperative lists published by the New York library association; six of these lists are now in print, those on Books of delicate workmanship, Books that most men like, Botany, Debating, Gardens and gardening, and the United States and its government. These lists may be had from the chairman of the committee, Mrs H. L. Elmendorf of Buffalo, at the rate of 15 cents per 100, and additional lists will probably be on sale soon. The similar little lists published by the Springfield (Mass.) city library are suggestive in their taking titles, such as Cheering-up stories, Thrillers: novels of surprising adventures, Just pleasant stories: mostly love stories, Pillow-smoothing books, Books which children like to have read to them, Books everybody reads in youth, Lives of interesting people, etc. [Most of these lists have been reprinted in PUBLIC LIBRARIES.]

The list of 100 entertaining biographies is an extremely well selected and well annotated list published by the Carnegie library of Pittsburg.

Several libraries have published special reading-lists for the various holidays; those of the Cleveland public library are revised and brought up to date whenever an old edition is exhausted, and are sold at five and ten cents each.

Many of the best bibliographies available are those appearing as introductory

matter or appendices in works on the same subjects; in fact it is becoming rather the rule than the exception for the serious, scholarly work of the expert to be supplemented by a list of the important authorities on his subject—for instance, Professor Hart's new book, *Actual government*, contains a brief list of a few of the best books on American government for a small reference library, and follows this by a much larger list from which selections may be made for enlarging the collection. I have just looked through the proof sheets of the bibliographical appendix of the first volume of Dr Avery's forthcoming *History of the United States*, and I am glad to note that there is some possibility of this interesting bibliography being available separate from the complete 12 volume history. A search through your own shelves will doubtless bring to light much valuable material of this kind. Librarians do not always make as good use as they might of these carefully prepared lists; it is worth while always to bring them out in your catalog on bibliography cards. We make cards also, for all special reading-lists in the library bulletins.

The following lists will aid in selecting juvenile books: Buffalo public library: Graded lists for children's reading. (Very useful for its subject index.)

Carnegie library of Pittsburg: List of 1053 children's books. (Titles agreed upon by the Carnegie library and the Cleveland public library, for which the simplified catalog for children is being printed on cards.)

Hewins, C. M. Books for boys and girls (A. L. A. annotated lists), 1897 A. L. A. Publishing board, 10 cents.

Moore, Annie Carroll. List of books for children. Iowa library commission.

Wisconsin library commission. List of books for Wisconsin libraries.

Some good lists on special classes of children's books are Miss Moore's children's reading list on animals, published in the *Bulletin of bibliography*, and also printed separately; Miss Hunt's *Illustrative material for nature study in primary schools*, and Miss Olcott's *Fairy tales*



for children, both in the New York state library bulletins; the Wisconsin list on Sports and occupations for boys; and Miss Power's Suggestions for five-minute stories for the home and kindergarten and primary grades in the school-room, published in the Cleveland public library bulletin, the Open shelf.

The Wisconsin commission has recently prepared some very attractive bookmarks, Cinderella's bookmark, Hans Brinker's bookmark, the Brownies' bookmark, a Santa Claus bookmark, High school bookmark and others, each with a little list of a dozen or 15 titles. These are printed and sold by the Democrat publishing company of Madison, at 20 cents per hundred, plus the postage.

There was printed for the special course on work for children at the Iowa summer library school in 1902 a list of suggested reading for library work with children, which I wish to commend to all who are connected with or interested in the work with the children.

Of publisher's lists there are legion, and the purposes these may be made to serve in the small library are many. The illustrated ones often furnish good material for picture bulletins. Some of the lists of children's books are carefully enough selected to be useful for distribution as call slips; the list published by Heath & Company compiled by Charles Welsh and entitled Right reading for children, is worth distributing for its introductory essays, as a tract to parents and teachers. In general book selection such lists as the Baker Taylor company's list of 2000v. for a small library and the McClurg's classified catalog of 3500v. suitable for a public library will often be of great service.

As to the various ways in which all of this and similar material may be utilized, I refer you to the following articles:

Ashley, Grace, Helps for the modern library, *PUBLIC LIBRARIES*, 7:20-22; C. A. Blanchard Using other people's bulletins, *Library journal*, 24:476; Bolton, C. K., Bulletin boards and special lists, *PUBLIC LIBRARIES*, 5:49. The Cleveland public library can supply you as an inter-library loan with these lists.

## List of Interesting Books

### Electricity, telegraph, telephone, etc.

- Atkinson, Philip. Electricity for everybody.  
Benjamin, Park. Age of electricity.  
Bottone, S. R. Wireless telegraphy and Hertzian waves.  
Brackett, C. F., et al. Electricity in daily life.  
Bubier, E. T. How to make electric batteries at home.  
Something about X rays for everybody.  
Crocker, F. B. Electric lighting. 2v.  
Electric railways. *Cassier's magazine*, Aug. 1899.  
Fahie, J. J. History of wireless telegraphy.  
Kerr, Richard. Wireless telegraphy.  
Miller, K. B. American telephone practice.  
Niagara power. Extra number of *Cassier's magazine*.  
Robb, R. Electric wiring.  
Slingo, W. and Brooker, A. Electrical engineering.  
Sloane, T. O'C. Electric toy-making for amateurs.  
Electricity simplified.  
How to become a successful electrician.  
Woods, C. E. Electric automobile.

### Sports and pastimes—golf, lawn tennis, cycling, etc.

- Adams, D. Skating.  
Browne, G. H. Handbook of figure skating.  
Clyde, H. Pleasure cycling.  
Ducker, H. E. Wheelman's reference book.  
Dwight, J. Lawn tennis.  
Practical lawn tennis.  
Gibson, H. Tobogganing on crooked runs.  
Hutchinson, H. G., ed. Famous golf links.  
Keppel, W. C. and Hillier, G. L. Cycling.  
Lang, A., et al. Batch of golfing papers.  
Neesen, V. Book on wheeling.  
Park, W. J. The game of golf.  
Peile, S. C. F. Lawn tennis as a game of skill.  
Porter, L. H. Cycling for health and pleasure.  
Wheels and wheeling.  
Pratt, C. E. American bicyclist.  
Sturmey, H. The "indispensable" bicyclist's handbook.  
Travis, W. J. Practical golf.  
Ward, M. E. Bicycling for ladies.  
Whigham, H. J. How to play golf.  
Wilberforce, H. W. W. Lawn tennis.  
Willard, F. E. A wheel within a wheel.

A list prepared in Springfield (Mass.) City library in 1902.

## To Be Had for the Asking

The American League for civic improvement, 5711 Kimbark ave., Chicago, will send free to all applicants the Boy problem program outline. It will be found a useful thing for study clubs.

### Library Institute

Some discussion is going on as to the origin of the library institute. As far as the records show the first library institute so-called, and such in fact, was held in the Public library of Indianapolis, December 29-31, 1896, under the auspices of the Indiana library association. Mary Eileen Ahern, who was secretary of the association, planned the institute and made effective arrangements for carrying it on. Corneliz Marvin, at present library instructor of the Wisconsin library commission, at that time teacher in the library school of Armour institute, was the instructor. Regular institute methods were employed, and the audience responded in regular class order. There was an average of 60 interested people present at each of the sessions. A repetition of the institute was called for by resolution though no record is given of that having been done. Discord settled on the association the following year, which unfortunately has interfered with much of its legitimate work. The expenses of the institute were met by contributions from the public libraries of Ft Wayne, Indianapolis, Evansville, and Terre Haute, Franklin college, Library Bureau, and the Bowen-Merrill Co. of Indianapolis.

In September of 1897 the institute idea was taken up by the Wisconsin Library commission and has ever since been carried out at indefinite periods as occasion demanded and opportunity allowed.

At the Lake Placid meeting in 1901, President Elmendorf, in his opening address, set forth the value of the library institute as a means of help in arousing active interest in library progress, and the association through its committee appointed for that purpose carried out a most successful series of library institutes, which, continuing till now, have grown and widely extended their boundary of usefulness.

During the past year the Indiana Library commission has taken up the matter and has held institutes in various

parts of the state. The Wisconsin Library commission has also taken the matter up and has arranged the state in 18 districts for library institute purposes. Other institutes are yet to be heard from. M. M.

### The Support of a Public Library

[An extract from the annual report of the Atlanta (Ga.) Carnegie library, by Anne Wallace, librarian.]

With a stock of only 25,821v., we have circulated 111,558 books among 14,000 people. In addition to this, we have served 26,380 people in the reference room, each one consulting on an average three books at a time. We have done this with a staff of only seven employees. We have paid \$2000 for books bought last year and paid current salaries, light, heat, repairs, printing, stationery, etc., on an appropriation of \$8000 from the city. Comparison of these figures with the reports of other libraries show that an economical administration has resulted in a maximum of work accomplished on a minimum income.

The library has simply been able to hold its own, but has not been permitted to enlarge its scope or to properly care for the present enrollment. A wise business man not only replaces the wear and tear of the year's work, but endeavors to increase his capital and to extend his labors. While the good that a library does can not be calculated in dollars and cents, still its policy should be based on sound business principles.

The demands upon a public library in a thriving, growing city like Atlanta are very great and should be met by a liberal support. The work is largely educational, as one-fourth of our circulation is to children under 14 years of age. If we had more books we could double the number of children using the library.

By interesting and diverting the boys in the legitimate manner that the library affords, we are keeping them off the street and out of mischief. Atlanta could today, by building up the children's department, save money by reducing the cost of police duties, reform schools, and juvenile courts of the next generation.

I have been asked by business men if the library is reaching the working classes. There are no classes in a public library. The public library is the broadest of all democratic institutions; it levels rank, and by furnishing proper books supplies a demand which was created when the state undertook to teach its children to read and write. The average person is going to read whether the library gives him the proper books or whether he has to select his own reading from the cheap sensational papers which he can afford to buy. For nearly two years the city has enjoyed a free public library, and the people have learned that the support of it lies in their own hands. There is not on record in the United States a single instance where a free public library has failed of support.

## Public Libraries

(MONTHLY)

Library Bureau	- - - - -	Publishers
M. E. AHERN	- - - - -	Editor
Subscription	- - - - -	\$1 a year
Five copies to one library	- - - - -	\$4 a year
Single number	- - - - -	20 cents

PUBLIC LIBRARIES does not appear in August or September, and no numbers constitute a volume.

**Address of Public Libraries**—Considerable delay is experienced in receiving material sent to this office, because of the incorrect address that is used. Those who keep addresses on cards can easily change the entry to 156 Wabash ave., Chicago, and those who use a mailing list on sheets will of course need to cancel and rewrite. In any event it will save delay, inconvenience, and sometimes loss if the new address is used.

**Carnegie libraries**—The following item is going the rounds of the press:

The correspondence of the local authorities of Scarborough, Eng., with Mr Carnegie discloses the fact that the great ironmaster has proffered his thousandth library building.

In the three years since his gifts for this purpose began he has planned for nearly a library a day, omitting Sundays. The money offered has ranged in amount from the \$500 allotted to Bare Rapids, Kan., to \$2,000,000 for Pittsburg, \$7,500,000 for Detroit, and \$10,000,000 for Washington. New York has been tendered about \$6,000,000, and the United States altogether, \$63,000,000. Scotland has come in for \$17,000,000, and Cuba for \$250,000. The aggregate of Mr Carnegie's benefactions in this line was computed at above \$90,000,000 last May, when the number of libraries enriched by his bounty was only 850.

**Cataloging information wanted**—Editor PUBLIC LIBRARIES: In your next issue, will you kindly ask catalogers and librarians for their experiences in the treatment of special collections in the library, such as the museum, mounted pictures and other extra illustrative material; also music scores and the sheep-bound

sets of public documents. I feel that the catalog of the main collection of books does not adequately represent the library's resources and I want to know the practice of other libraries in relating such material. Do they have separate catalogs for the different kinds of material or does the general card catalog index all of it? Just brief experiences as to general policy and methods is what I should like to see given in your columns—and I am sure others will be helped as well as myself.

## CATALOGER.

THE next number of PUBLIC LIBRARIES will be a catalog number and we invite short contributions in answer to the above. This letter was written by one who is doing excellent work in cataloging so far as it goes, and deserves to be helped. Contributions should be on hand by February 15.

**Net price for books**—The bulletin sent out to 1000 libraries in addition to those reached by the same matter in *Library journal* and PUBLIC LIBRARIES, by the A. L. A. committee on relations with the book trade, ought to be taken under serious consideration by all who are affected by the advance in the price of books to libraries.

The committee is evidently in earnest. It is made up of men who are fair-minded and capable of looking at the subject from all sides, who will look after the interest of the libraries without any procedure that can reflect on the dignity of the association, and there is reason to hope that a more satisfactory understanding of the whole matter will finally be reached than seemed likely some time ago. In the meantime, those who are minded to block the efforts of librarians to reach a just arrangement of the matter are being singled from the body of those concerned and steps will be taken to render futile their attempt to retard the work of those trying to reach a settlement. Librarians everywhere are urged to give the committee their earnest support and such words of suggestion and encouragement as the occasion seems to demand.



**Retirement of Dr J. K. Hosmer**—On February 1, Dr J. K. Hosmer retired from librarianship to devote his whole time to literary work. Dr Hosmer was librarian of Minneapolis for 12 years and served as a library trustee of the St Louis public library before going to Minneapolis, so that his experience in the work has been from two very important points.

He has been a member of the council, vice-president and president of the A. L. A. and a member of various important committees. He has also served as president of the Minnesota State library association, and has contributed largely to the programs of both state and national meetings. In all of these positions he has always been a modest but willing worker, and in every position has sustained the dignity of the occasion and fulfilled every expectation.

Dr Hosmer has merited and received the respect of not only those whom he served in his official position, but those with whom he has come in contact in its various relations. From those with whom he has been associated in intimate relations incident to his work, he has merited and received a warm and sincere affection by his kindness, his uniform courtesy and his high ideals of life and the relations it involves. Born and bred in New England in its best days, when the influence of Emerson and Longfellow and the delightful Holmes and Lowell had a strong hold on its people, he partook in a large measure of the high ideas and ideals which they and their class contributed and impressed on their day and generation. It is therefore a matter of regret that librarians no longer may claim Dr Hosmer as one of their number, but there will be honor and pleasure in the thought that for a goodly time he was of the number who make up the craft. PUBLIC LIBRARIES voices the sentiment of a multitude of warm friends in the library field in extending to Dr Hosmer the warmest good wishes for health and happiness and prosperity in his new field.

**Essentials in library reports**—In Mr Bostwick's excellent paper on the Essentials of a library report, no reference is made to one item which the writer has had reason to feel many times is an essential and a large one, and that is, the full address of the library under discussion. Sometimes the name of the library, a memorial bearing the name of an individual, with no clue whatever to its situation, is all that is given. Then again, the name of the town is given with no state address. It is impossible to locate all these towns, as there is little to indicate location in Bedford, Plainfield, Springfield, and many others. It was necessary recently to tell a schoolman to whom the splendid report of the work done for the schools by the Free libraries of Cardiff was handed, where the town was—not in England but in Wales. That being the case, it removes any embarrassment in the matter of calling attention to the fact that there are many, many very good libraries and fine towns in our own country of which we do not know the boundaries, and so we can not locate them satisfactorily in speaking of their work. The omission of an address complete enough to identify and locate the institution is clearly the omission of an essential, and no library report is beyond criticism which omits it.

It also happens that letters are sometimes lacking in the same particular. There are two postals in sight right now asking for title page and index to which there is neither name nor address attached. One was mailed in Chicago, the other in Boston. It is not practical, therefore, to follow up the matter as would be possible in smaller places. We only hope that the writers will not vote to place PUBLIC LIBRARIES on the "black-list" because they have not received answers to their postal cards.

It is essential also to revise the mailing list of a library occasionally, noting changes of address and removing dead material, so that needless expense and sometimes delay may be avoided in sending out reports, bulletins, etc.

## Aids to Reference Work in a Small Library\*

M. H. Douglass, librarian, Iowa college, Grinnell, Iowa

### I.

The proper title of this paper, expanded to incorporate the limitations suggested by the program committee, would be, Aids to reference work in a small library, speaking particularly of a few of the numerous lists, handbooks, and other useful literature (outside of public documents) that may be had for little or no money. It will be observed that this is not an attempt to discuss the general reference books that are essential for use in every library: it is rather an effort to point out some means by which the resources of a library may be supplemented and made more efficient at little cost. There are various different publications which have been brought into existence, some of them recently, especially for use in library reference work; there is a mass of library material being published by library commissions and the larger public and institutional libraries; and beyond these, there is an almost limitless amount of literature being put out as the publications of various educational, missionary, and philanthropic institutions and societies, and by propagandas, as well as much that is distributed in the interest of commercial enterprises as advertising matter. It is to a consideration of some of the publications of these different classes that attention is invited—publications which are in no sense substitutes for books which can only be secured at the expense of money, but publications which have a value of their own. What follows is little more than an annotated list. The list is merely suggestive, with no approach, of course, to completeness.

### Aids in book selection

Of the various general lists frequently classed as aids in book selection, I shall not attempt to speak. A good list of these is to be found in a recent pub-

lication with which you are all familiar, namely, the Suggestive list of books for a small library; compiled by the Wisconsin Free library commission and issued in coöperation by the state library commissions of Iowa, Minnesota, Wisconsin, Nebraska, Idaho, and Delaware.

### Reference books

An admirable discussion, with list, of the subject which I told you this paper is not a discussion of, namely, the best reference books, is to be found in PUBLIC LIBRARIES of January, 1902, an article by Elizabeth L. Abbott, entitled Bibliography in a small library. The same article without the accompanying list is printed in the Bulletin of the New Hampshire library commission, for September, 1902. This number of the New Hampshire Bulletin contains also a paper on Repairing for small libraries and other interesting matter. It is published by the New Hampshire Library commission, Concord, N. H.

### Periodical collections

In the work of building up a reference collection for a small library no investment of money and effort brings better returns than that which goes into periodicals. It is the latest word, briefly stated, in popular form, that the public wants; and it is in the columns of periodical literature that the latest word is written on most topics of broad interest. It does not require a great outlay of money to provide a fairly satisfactory line of periodicals for general purposes, and the list which the library receives may be supplemented to a considerable extent by gifts from persons who are glad to turn in regularly, after reading, such periodicals as they currently receive. Back files of the more common periodicals can frequently be had for the asking and are not to be despised merely because the library can not afford to bind them immediately.

### Periodical indexes

In order to make any satisfactory use of periodical literature for reference purposes periodical indexes are indispensable.

\*Read before the Nebraska Library association, October 16, 1902.

**The abridged Poole's index**

For the ordinary uses of a small library as a key to unlock its periodical treasures the abridged Poole's index is adequate. It analyzes the contents of 37 sets of periodicals. It is published by Houghton, Mifflin & Co., and may be secured at a discount of 10 per cent from the list price of \$12.

**Readers' guide**

For current periodicals the Readers' guide to periodical literature, published by the H. W. Wilson Co., of Minneapolis, is essential. It now indexes 62 periodicals, having taken over the Cumulative Index, and its subscription price has been advanced to \$6.

**Quarterly index of books reviewed**

In connection with the general periodical indexes it may be well to speak of the new index to book reviews, entitled, Quarterly bibliography of books reviewed in leading American periodicals, published by the Index Publishing Co., of Bloomington, Indiana. It indexes 50 periodicals and is cumulative. Price \$1.50. Of how much practical use this index will be to small libraries I do not know, but it will be wanted by the larger ones.

**General reference**

Among the books of general reference that may be had for little money, that should be found in every library, the following are probably familiar to most of you:

**Briefs for debate**

Brookings & Ringwalt's Briefs for debate, xlvii, 213 pp. N. Y. c1895. Price \$1.25. Longmans, Green & Co.

**References for literary workers**

Henry Matson's References for literary workers, with introductions to topics and questions for debate, 582 pp., Chicago, McClurg, 1892. Price \$2. Neither of these books is down to date, and new editions, revised, should be brought out.

**Handbook of sociological information**

Tolman & Hull's Handbook of sociological information, with especial reference to New York City, was published in 1894 and contains 257 pp. The first

part (105pp.) is a bibliography covering quite a wide range of topics of sociological interest, including: Civil service reform, compulsory education, immigration, missions, profit-sharing, tenement houses, slums, temperance, university settlements, and many others. Part 2 is a directory of the various charitable organizations of New York, with a historical sketch of each. List price is 50 cents. (The Wisconsin suggestive list quotes it as free to libraries.)

**Newspaper almanacs**

No library, large or small, should be without one or more of the newspaper almanacs. They contain a vast amount of statistical and general information. Back numbers should be preserved, for each number indexes important articles of preceding ones, and they will be of historic interest as well. The best known of these are, the Chicago daily news almanac and book of facts and the New York world almanac and encyclopædia. Each contains about 500 pages of information. The World almanac is a little the larger, but is poorer printed. Price of each is 25 cents. They can be purchased at news stands, of your regular dealer, or of the newspapers issuing them.

**Peet's Who's the author**

Peet's Who's the author? a guide to the authorship of novels, stories, speeches, songs, and general writings of American literature, is a useful little compilation. It is an alphabetical list, by titles, of important items of American literature. The form of entry is as follows:

Abraham Davenport. Poem, 1866, in the *Atlantic monthly* for May. J. G. Whittier.

It contains, also, a list of about 1000 American authors, giving name in full, and date and place of birth and death. 317 pp. N. Y. Crowell. c1901. Price 45c net.

**Houghton, Mifflin & Co.'s. Catalog of authors**

Houghton, Mifflin & Co. sent out to libraries in 1899 a catalog of authors whose works are published by Houghton, Mifflin & Co., prefaced by a sketch

of the firm, and followed by lists of the several libraries, serials and periodicals; with some account of the origin and character of these literary enterprises. It gives names in full, dates, biographical sketches and classified lists of the writings of the authors included.

#### Library bulletins

The bulletins of additions published by many of the larger and more progressive libraries of the country may be made to serve as useful aids to reference work. Most of these contain from time to time reference lists on subjects of common interest. They are also helpful as suggestive guides to classification and cataloging of current additions. It is worth while for the smaller libraries to have one or two of these regularly.

Among the good bulletins are those published by the public libraries of Salem, Mass., Brooklyn, N. Y., San Francisco, Pasadena, Calif., and that of the Carnegie library of Pittsburgh.

#### Bulletin of bibliography

The Bulletin of bibliography of the Boston Book Co., is a publication that should be had. It is published in the interests of the company and is sent out free to customers. Back numbers are not to be had except in bound volumes at \$1.50 per volume. The following special lists reprinted from the Bulletin are for sale:

**No. 1 Faxon, F. W., comp.**

A bibliography of ephemeral bibleots. 14 pp. 1897. 25c.

**No. 2 Cole, G. W., comp.**

Bermuda in periodical literature: a bibliography. 25 pp. 1898. 25c.

**No. 3 Elmendorf, Mrs. H. L., comp.**

One hundred good short stories. 1898. 10c. (Gives periodical as well as book references.)

**No. 4 Whitney, Mrs. Carrie W.**

Books not usually selected by young people. 16 pp. 1898. 15c.

**No. 5 Krause, Louise B.**

A reading list on library buildings. 15 pp. 1898. 25c.

**No. 7 Josephson, A. G. S.**

Bibliographies of the Philippine Islands: chronological check list. 8 pp. 1899. 20c.

**No. 8 Thompson, Lida V.**

Children's reading list on art and artists. 14 pp. 1898. 10c.

**No. 9 Pratt institute free library.**

Reading list on library science. pt. 1. 10 pp. 1902. 10c.

Some of the other lists that have been published in the Bulletin but not reprinted as separates are:

List of books first published in periodicals.  
Authors on anonymous articles indexed in Poole's.

Errata in Poole's index.

Bibliography of college verse.

Good stories of adventure for boys.

Oliver Cromwell.

Alfred the Great.

#### Index to library reference lists

##### Bulletin of bibliography

A quarterly index to library reference lists, compiled by the Providence (R. I.) public library, is published in each issue of the Bulletin of bibliography just spoken of. It is well for a librarian to check up this list in each number of the Bulletin and try to secure from the libraries publishing, such lists as will be useful.

##### New York State library index

Bibliography bulletin, No. 14, of the New York State library, is an Index to subject bibliographies in library bulletins to Dec. 31, 1897. Price 10c. These two cover in a general way the whole field to date.

#### Special library lists

##### New York State library

The New York State library at Albany issues bulletins which are for sale at a low figure. Price to advance subscribers is 50c. per year. A list of the bulletins of the library will be sent on application and should be in the hands of every librarian.

##### Cleveland

The Cleveland public library has issued the following special reading-lists which are for sale by the H. W. Wilson Company, Minneapolis, Minn.

No. 1 Thanksgiving day.

No. 2 Christmas.

No. 3 Abraham Lincoln.

No. 4 George Washington.

No. 5 Memorial day.

No. 6 New years day.

The price of these is 5c; in flexible cover 10c.

##### Iowa library commission list

The Iowa Library commission has published some lists, and expects to issue others soon. A short list on Shakespeare is available for distribution.

Among the special lists that have been published in the Iowa bulletin are the following:

- January, 1901. Fifty school and college stories for young people.
- April, 1901. Memorial day.
- July, 1901. Stories for girls.
- April, 1902. Books on nature, animals, etc., for young people.

For information concerning these, address Alice S. Tyler, Iowa Library commission, Des Moines, Iowa.

**Wisconsin commission**

The Wisconsin Free library commission has published many good things. Among them are:

- A selected list of books on astronomy.
- A selected list of books on municipal government.
- A selected list of books on photography.
- A selected list of books on sports and occupations for boys.
- A selected list of books for girls and young women.

For information concerning Wisconsin publications address Wisconsin Free library commission, Madison, Wis.

**Milwaukee library**

The Milwaukee public library has a little list, A selection of short stories, which is doubtless available for distribution, and will be of service to librarians.

**Books for children**

A list of books for children, classified and graded, with a few general suggestions as to children's reading. 32 pp. Price 10c.

This may be had of Woodward & Lothrop, publishers for National congress of mothers, 10th, 11th, and F streets, N. W., Washington, D. C.

**Home science**

The Home Science Publishing Co., 28 Oliver st., Boston, has a list of 40 titles of Books on home science. No charge.

The Lake Placid conference on Home economics has published syllabi, containing outlines, bibliographies and suggestions for papers on Home economics, and on Food, and is preparing them on Shelter, and on Industrial efficiency. For these address the New York State library, Albany.

[TO BE CONTINUED.]

**Story Hour on Occupations\***

Edith King, public library, Jackson, Mich.

**For Whom**

These talks are intended for boys who come to the library simply to pass away time; who do not read anything in particular, who do not go to school, who do not work, who are simply street boys attracted by the light and heat, to a comfortable place to sit.

**Object**

To introduce them to the reading of good books; to give them some knowledge of interesting occupations, information in regard to their history and progress; and to induce them, if possible, to become workers instead of idlers.

**How given**

If possible, have some person well informed on the subject, and knowing how to talk to boys, give a short talk on each topic. Have selections from interesting books read. Show them other books and papers dealing with the subject. Use pictures and all illustrations possible. Study lives of men closely connected with subject. Give many suggestions for following up the evening's study with reading, using bookmarks with lists of books on, or bulletin boards and special shelves.

**MATERIALS**

**Books for reference**

- Cochrane. Wonders of modern mechanism.
- Byrn. Progress of invention.
- Kent. Modern seven wonders of the world. (Hist. and disc. of steam engines, etc.)
- Routledge. Discoveries and inventions of the nineteenth century.
- Mowry. American inventions and inventors.
- Cochrane. Romance of industries and inventions.
- Story of the nineteenth century.
- Annual cyclopædia.

Consult Poole and Cumulative indexes also, as many valuable articles will be found in the magazines.

Many sketches the boys will read may be found in *St Nicholas* and *Youth's companion*.

\* Prepared in Wisconsin summer school. The students worked out plans for story hours in their own libraries.



## BALLOONS AND AERIAL NAVIGATION.

## References

Consult above list of books given for general reference under caption of Materials.

- Baker.** Boy's book of inventions. p. 324-54.  
**Moffett.** Ballooning. In careers of danger and daring. p. 87-129.  
**Marion.** Wonderful balloon ascents. A history of balloons. 1870.

## References for boys to read

- Some balloon experiences. *St Nicholas* 9:30-35.  
 Three miles high in a balloon. *St Nicholas* 15:135-43.  
 About flying machines. *St Nicholas* 23:443-54.  
 Seven miles up in the air. *St Nicholas* 3:489-91.  
 Unwilling balloonist. (Story.) *St Nicholas* 25:619-23.

## MODERN USES OF BALLOONS AND KITES

Meteorology. Railway propulsion. War. The Santos Dumont airships.

Consult Poole and Cumulative indexes for references for these subjects, as the best articles are in the current magazines.

## CATTLE RANCHING IN THE WEST

## References

- Cattle raising in the west. *Fortnightly* 47:516.  
 Chicago packing industry. *Cosmopolitan* 25:615-26.  
 On the cattle ranch. *Independent* 50:234 (Feb. 17.) 50:266 (Feb. 24.)  
**Roosevelt.** Hunting trips of a ranchman.  
**Roosevelt.** Ranch life on the hunting trail.

## References for boys to read

- Harger.** Great cattle trails. Our country west. p. 228.  
**Moore.** On the plains. Our country west. p. 131.  
**Tarr & McMurry.** Geography. Bk. 2. See index to N. A.

## Stories

- Doubleday.** Cattle ranch to college.  
**Grinnell.** Jack among the Indians.  
**Grinnell.** Jack the young ranchman.  
**Brooks.** Boy emigrants.  
**Custer.** Boots and saddles (Dakota and Montana).  
**Gordon.** Sky pilot.  
**Gordon.** Black rock.  
**Loomis.** New Mexico David.  
**Loomis.** Some strange corners of our country.  
**Loomis.** Tramp across the continent.  
**Loomis.** King of the broncos.  
**Hough.** Story of the cowboy.  
**Stoddard.** Red mustang.

Show some of Frederick Remington's pictures if possible.

## ELECTRICITY

## Subjects

Electric light, Telephone, Telegraph, Phonograph, Motor vehicles, Wireless telegraphy, X-ray, Electrical engineering.

Story of discovery and application of electricity.

Stories of men who have made electricity of use to us (Franklin, Edison, Bell, Morse, Roentgen, etc.).

For the above, consult reference books under caption "Materials," also Annual cyclopaedia, Magazines.

**Baker.** Boy's book of inventions, Motor vehicles, Phonograph, Wireless telegraphy, X-ray.

**Wright.** Children's stories of great scientists, Faraday (Chap. 11); Franklin (Chap. 4); Tyndall (Chap. 11).

## Books for boys to read

- Atkinson.** Electricity for everybody.  
**Brackett.** Electricity in daily life.  
**Munro.** Story of electricity.  
**Thompson.** Lessons in electricity and magnetism.  
**Sloan.** Electric toy making.  
**St John.** How two boys made their own electrical apparatus.  
**St John.** Things a boy should know about electricity.  
**Bonney.** Electrical experiments.  
**Bottom.** Electrical instruments.  
**Mowry.** American inventions and inventors p. 85-9.  
 Electric lights at sea. *St Nicholas* 19:287-8.  
 New light. *St Nicholas* 9:566-72.  
 Wonderful candle. *St Nicholas* 6:309-11.

## BRIDGES AND BRIDGE MAKING

## References

- Frith.** Romance of engineering.  
 Bridges and bridge builders. *Cosmopolitan* 13:395.  
**Towle.** Robert Stephenson, bridge builder.  
**Towle.** Heroes and martyrs of invention.  
 European and American bridge building. *Engineering*. 15:905-21.  
 Niagara Fall's bridge. *Leslie's weekly* 86:186.  
 Suspension bridges. *Engineering* 16:359-73.

## References for boys to read

- Moffett.** The bridge builder. In careers of danger and daring.  
**Riding.** Brooklyn bridge. In our country east. p. 183.  
**How, L.** James Buchanan Eads.  
**Tower.** Bridge, London. *Harper's young people* 15:677 (94).  
 Harnessing Niagara. *Youth's companion* 67:158 (94).  
 Brooklyn bridge. *St Nicholas* 10:688-700.  
 Curious rolling bridges. *St Nicholas* 9:653.  
**Lummis.** Greatest natural bridge. *St Nicholas* 19:828-32.  
**Lummis.** London bridge. *St Nicholas* 15:277-88.

**Stockton.** Pont du Gard. *St Nicholas* 12:22-24.

Have pictures of famous bridges, as London bridge, Suspension bridge, etc.: Suspension bridges, Draw-bridges, Jack-knife bridges, Railroad bridges, Natural bridges.

#### DIVERS AND DIVING

##### References

**McFett.** Careers of danger and daring. p. 40-86  
**Kirby.** The sea and its wonders.  
**Ingersoll.** Old ocean.  
World of wonders.  
**Gibberne.** The mighty deep and what we know of it.

**Caleb West.** Smith.  
**Whitmarsh.** World's rough hand.  
Submerged ships and their salvage. Chant. 28:54.  
Pearl seeking. *Lippincott*. 61:375-8.

##### References for boys to read.

**Barnes.** Diving. *Harper's young people* 15:46 (93).  
**Whitmarsh.** The diver. *Wide awake* 35:405 (92). *St Nicholas* 17:586.  
Dress and apparatus of a modern diver. *St Nicholas* 25:978-85.  
Peril among the pearls. *St Nicholas* 21:638-41.  
Submarine rambles. *St Nicholas* 17:586-8.  
Young pearl fisher. (Story.) *St Nicholas* 27:627-9.

##### Subjects

Pearls and pearl fishing; The diver's dress; Uses of diving; What the diver sees.

#### LIGHTHOUSES AND LIFE SAVING STATIONS

##### References

**Adams.** Lighthouses and light ships.  
(Describes lighthouses in all parts of the world, from ancient fire towers of Medieval to present day. How lamps are constructed and how the keepers live.)  
**Ingersoll.** Dangers of the deep. Boat of the ocean.  
**Smith** Caleb West.  
**Towle.** Builders of the Eddystone. In heroes and martyrs of invention, p. 62.  
Lighthouses of the United States. *Harper's* 48:465.  
Lighthouses and other aids to navigation. *Chautauquan* 12:108.  
Heroism in lighthouse service. *Century* 32:219.

##### Poems

**Ingelow.** Winstanley (Eddystone light) in Shute Land of song, book 2, p 180.  
**Longfellow.** The lighthouse. Complete poems, p. 128.  
**Scott** The lighthouse. in Thacher. Listening child, p. 140.

##### References for boys

**Crowinshield.** All among the lighthouses.  
Minot's Ledge light in By land and sea, p. 220.

**Monroe.** Lights of the Florida reef, in Our country east, p. 86.

**King.** Among the lighthouses. (King's Geog. reader, book 4.)  
Lights that guide in the night. *St Nicholas* 24:481-7.  
Little Menan light (story). *St Nicholas* 16:724-30  
On Minot's ledge. *St Nicholas* 26:795-7.

Have pictures of famous lighthouses and also those on shores of great lakes.

Many references can be found in *St Nicholas* and *Youth's companion*.

##### References (life-saving)

Life-saving service. *Harper* 64:357.  
**Ross.** U. S. life-saving service. By land and sea, p. 249.  
Life-saving service. *Youth's companion* 67:380 (94).  
Coast guard (poem). *St Nicholas* 11:370.  
Story of a life-saving station. *St Nicholas* 23:248-53.  
Lake George capsizes. *St Nicholas* 13:829-31.  
Tell of the drill the sailors go through each day, teaching them how to reach and save sinking vessels and how to restore drowning persons.

#### SOME BOOKS FOR BOYS WHO LIKE TO MAKE AND DO THINGS

Amateur mechanic's workshop  
**Beard.** American boy's handy book.  
**Beard.** Jack of all trades.  
**Bower.** How to make common things.  
**Dana.** Text book of elementary mechanics.  
**Goss.** Bench work in wood.  
**Lukin.** Amongst machines.  
**Lukin.** Boy engineer.  
**Lukin.** Young mechanic.  
**Rose.** Mechanical drawing self-taught.  
**Spon.** Mechanic's own book.  
**Waite.** (Ed.) A boy's workshop.  
**Wheeler.** Woodworking for beginners.

#### The Ford Bibliography

Owing to a misunderstanding by both W. H. Brett and the firm from which the Ford bibliography was bought, due to the similarity of names, an error was made in stating his recent purchase was the Paul Leicester Ford collection of American bibliography. The remarkable thing is that it was collected by another man named Ford, and is such a collection as Paul Leicester Ford would have liked. Except as a matter of sentiment, the collection is just as valuable according to experts, as it contains many rare and expensive articles and is unusually complete.

### A. L. A. Catalog

Melvil Dewey, director of the New York state library

Work on the revision was begun October, 1902, and the first preliminary lists printed and sent out for criticism just before New Year's, 1903. Each list was sent first to specialists for their opinions on subject matter and adaptation to public library readers. Nearly 40 separate lists aggregating 15,902 titles were reviewed by 268 different critics representing leading colleges, universities, libraries, and professions. Returns from these critics were so prompt that we tabulated, duplicated, and sent them to the A. L. A. advisory board of 16 in the scant 6 months before the Niagara meeting in June. As soon as all returns on any one list were complete from the advisory board, their opinions were tabulated and the resultant opinion of specialists and library critics on each title expressed as follows:

Unanimous approval +  
 Weight of opinion favorable + ?  
 Weight of opinion unfavorable - ?  
 Opinion about equally divided ?  
 Unanimous disapproval -

Minus titles were dropped from farther consideration. Others were classed and nearly all annotated either from the classified file of notes which the New York state library has been systematically compiling for several years, or from reviews which had to be consulted in order to classify new or unknown books.

At this stage best results demanded that the mass of varying opinions be subjected to the crucible of experience and discrimination of some one person whose judgment would command general confidence. It is the good fortune of the A. L. A. that for this difficult task was secured Mrs H. L. Elmen-dorf, former public librarian of Milwaukee and now special bibliographer of Buffalo public library, who has accepted appointment as associate editor for selection and been commissioned by the Library of congress as a special agent of the Library of congress for the preparation of the exhibit for the Louisiana Purchase

exposition. In the light of the combined criticisms and notes Mrs Elmen-dorf chooses for each subject on the basis of 8000v., a quota of the most important books, with an alternative list of those most reluctantly omitted from first choice. The first or "sure" titles are put in type by the Library of congress; the alternative or "doubtful" titles are type written. Both lists will go to specialists and advisory board for their final word, and the printed lists to about 70 librarians known to be specially interested in book selection. Every effort will be made to distribute the catalog by May 1.

From the announcement of the plan at the Boston meeting 25 years ago, the notes have been the most essential factor in the A. L. A. catalog. Though we speak of the 1893 book by this name, it recognized in its title that the "Hamlet" was left out and is called not A. L. A. catalog, but Catalog of A. L. A. library; for what our committees really did was to select and exhibit an A. L. A. library, but they had not time to make the notes which would have made it the A. L. A. catalog. Though the book now printing has had the benefit of very extensive and cordial coöperation from the best people we could select in the entire country, and the executive work has gone forward with unusual smoothness and rapidity for so difficult an undertaking, and though it will contain many notes, we all recognize that it is quite impossible to make this edition satisfactory. We must have copies that each collaborator can keep by his side and mark with additions, omissions, corrections and specially new notes from time to time. Then we can focalize at a single point the combined results of constant use both by libraries and individuals, and in the third edition we may hope for the first time to print a book fairly deserving the title A. L. A. catalog.

The May edition, a proof under revision, will be followed by a third edition, with greatly increased notes

It is hoped the National library will again aid in publishing, but in any event the book will be brought out creditably as soon as the revision is complete.



### Cheap Editions

A remark in last month's (December) **PUBLIC LIBRARIES** about choice of editions in book lists needs to be enlarged upon and the importance of it emphasized.

There is need, great need, for a wider knowledge of editions, and there is no place so far as I know, where this knowledge is obtainable. The library schools don't teach it, nor tell where it may be found. One would certainly go astray if he followed the example of and choice made in most of the book lists sent out. True, these lists include the names of good books; these are well known, but to know which edition of these good books is best for small libraries is not known or at least is not told. Some of them have been abridged, and abridged so badly as to be really worse than a worse book. Take Robinson Crusoe. There are several editions of this book which are vaunted as being not over 25 cents—not one of them is worth mentioning, and there is a choice among those averaging 50 cents. Even the list sent out by the National education association gave in several places—Many editions. It is time to stop this. If the most important fact needed is not included, the list loses its value.

Nor is the inclusion of fine editions only, much better. The point here is that a small library can not, should not put so much money in one thing when good duplicates of the same matter could be had for the price paid for one. Such editions are usually large, heavy, taking up room and needing binding soon if much used—items which the small library can not afford. Better by far to get the editions put out by D. C. Heath & Co., Ginn & Co., and Houghton, Mifflin & Co., in the School and Home classics, which are cheap but good editions, and are not affected by the net price systems. There may be others, but these I have seen and I know they are well made. It may seem like advertising these firms, but the only thought is to prove that it is not necessary to get poorly made editions of the

good books, particularly for children in order to get inexpensive ones, and further that those who are making and sending out lists have not included the most important thing when they have given only author, title, publisher, and price. Tell us of editions, ye who know, or tell us where we, who are far from the book markets and the opportunity of examining for ourselves, may find out about them and learn to distinguish between those which are cheap and those which are inexpensive.

LIBRARIAN OF A SMALL LIBRARY.

### A. L. A. Announcement

The date for the A. L. A. conference for 1904 has been definitely set for October 17 to 22. Headquarters will be at the Inside Inn, on the World's fair grounds, St Louis, Mo. All arrangements for hotel accommodations are to be made directly with the management of the Inn. It is urged that reservations for rooms be made at once. For this purpose address E. M. Statler, Inside Inn, World's fair grounds, St Louis, Mo., who will furnish all information regarding accommodations.

It is desirable that all A. L. A. visitors be located in one wing of the hotel; but this is only possible in case all reservations are made early, and as many associations and societies are already beginning to reserve, prompt action on the part of A. L. A. people will do much for convenient location.

J. I. WYER, JR. Secretary.

### Illinois Library Association

The ninth annual meeting of the Illinois library association will be held at Decatur, April 20-21, 1904.

The program has not been fully made up yet, but the plan is to make it of general interest, and to take steps toward inaugurating work along the line of library extension for the state. The advisability of holding library institutes in various parts of the state by the Illinois library association, in its capacity of a library commission, was favorably discussed, and referred to the association for final action. ELEANOR ROPER.

### Library Legislation in 1903

Wm. F. Yust, assistant state inspector of libraries, Albany, N. Y.

The coming annual report on public libraries, by the Home education department of New York state, contains a summary of 96 library laws passed by 32 of 41 states where legislatures met in 1903. This includes the regular 1902 autumn session of Vermont and the special one of Ohio. Six local laws of New York are included, and 18 other special acts that have more than local interest. They are distributed as follows: North Atlantic, 7 states, 27 laws; South Atlantic, 4 states, 11 laws; South Central, 3 states, 3 laws; North Central, 6 states, 32 laws; Western, 6 states, 10 laws; Pacific, 6 states, 13 laws.

**Organization and maintenance of public libraries**—Naturally a very large number deal with organization and maintenance. The maximum tax limit is raised in five states, and removed entirely for cities and villages in Oregon and Ohio, so as to allow any desirable amount to be levied. Arkansas supplemented her first library law of 1901, which made no provision for revenue, to allow a tax of  $\frac{1}{4}$  mill in cities of 2500. South Carolina also legislated for the first time for public libraries, which are to be established by popular vote on petition. In 1700 the legislative assembly provided for preserving the Rev. Thomas Bray's library, but since then the only legislation on the subject has been for the state library. Ohio has much improved general laws for public libraries under control of either boards of education or municipal councils. Minnesota secured a partial codification of the library law, with some improvements, including an increase in the tax levy and the appointment of library directors by the mayor instead of election by the voters. In Illinois all legal voters at school elections are made eligible as library directors. Delaware has changed the unit for establishing and supporting free libraries from towns to school districts in which library commissions may be elected by popular vote. The hope is

expressed that the new unit being better known and having more vigorous political life will make it easier to secure favorable action. The old law proved unacceptable also on account of the color question. Libraries founded by towns would have to admit negroes; the new law follows the lines of school organization in which the races are separated. In Vermont a free library established by town vote is to receive annual support without special vote. Nebraska provides in greater detail for care in expending local funds. Wisconsin arranges for transfer of gifts and for exempting from taxation property owned or occupied free of rental by free libraries.

The principle of coöperation is being extended in Wisconsin in the publication of documents by the commission; in Delaware, Pennsylvania, Michigan, and Wyoming in establishment and maintenance. In the latter state the assisting township is to elect one member on the library board.

**Sites**—A New York amendment permits villages, if authorized by an election, to borrow money on their bonds to purchase building sites; Illinois gives this power to city councils. Wisconsin allows sites to be acquired by condemnation. If the award exceed one-third of gift for building, the excess must be paid privately. Illinois and Indiana permit library buildings to be located in parks, adding suggestively that such use shall not be considered as a vacation of such park nor an abandonment of the purpose for which it was dedicated.

**School libraries**—California and North Carolina modified their school library laws. The latter started rural school libraries in 1901 with an appropriation of \$5000. A local subscription of \$10 is duplicated by the county, and \$10 more granted by the state. An additional appropriation of \$5000 is made for encouraging the formation of new libraries, and \$2500 for aid to existing ones. Very rapid progress has been made and great results accomplished. This method is reported (*Review of reviews*,

28:338) well adapted to states having a large rural population and small revenue. It is described as a "strikingly successful innovation and we are moved to wonder that our educational leaders did not long ago perceive the value of rural library work; or, realizing it, did not think of the ease with which it may be conducted in connection with the public school."

**County libraries**—In Oregon counties of 50,000 may levy tax of  $\frac{1}{4}$  mill for a county public library to be located at the county seat under control of the court, or it may contract with an association for the free use of its library. In Wyoming, which legislated for county libraries in 1886, cities and towns where they are located may contribute to their support in certain cases. Maryland, Indiana, and Wisconsin also have laws relating to county libraries. Ohio, which has a number of them incorporated under the act of 1898, is seeking a better general law on the subject.

**Law libraries**—New Jersey and Pennsylvania have slight amendments relating to county law libraries. Michigan orders complete sets of records and briefs of United States supreme court for the state law library, and Colorado raises the salary of the supreme court librarian. Idaho designates seven commissioners to erect a supreme court building and library at Lewiston for \$15,000. The deputy court clerk is to have charge of the library and building at a salary of \$75 per month. Wisconsin also creates a commission to adopt plans for additional room for the state law library and supreme judicial department. Ten thousand dollars is appropriated for services of architects and \$100,000 for building. In their law relating to the state library both Minnesota and Virginia specify that the law library is to be under control of the court.

**State libraries**—Extension in the work of state libraries continues. This includes more room and shelving, larger staff and appropriation for books, increase the salary of librarian and assistants in at least six states, a wider field

of activity, and greater freedom in the use and circulation of books. New Hampshire appoints a committee to report to the legislature of 1905 plans for enlargement of the state library building. In North Carolina the state librarian is to be elected by the board of trustees for four years, formerly for two years by the legislature. Since 1871 the state has alternated four times between these two methods. In Arizona the board of curators of the territorial library are to elect annually one of their own members as librarian, formerly an ex-officio honor of the territorial secretary. He shall serve without salary, but the board may employ an assistant librarian at \$50 per month. It has been discovered that many volumes have been lost through carelessness; that series are incomplete because of interruption in the system of exchanges; that books are not properly arranged and cared for. To relieve the situation and print a catalog for distribution to patrons, \$4000 is appropriated. Minnesota made more liberal provisions for her state library. In Virginia it has been completely reorganized. Formerly in the hands of a legislative committee and the secretary of the commonwealth, it is now controlled by a board of five members appointed for five years by the state board of education. The general function of the library and duties of the librarian as outlined are the usual ones of a modern library, except possibly the clause that no book is to be taken out of the city of Richmond. In striking contrast is the new law of Indiana, which states that such books as can readily be replaced and are not needed for reference may be loaned to any citizen of the state on guarantee against loss and payment of transportation. California also has an amendment allowing state library books to circulate to persons other than members of the legislature and state officers, as heretofore. Not only is the present collection to be made of use to all parts of the state, but traveling libraries and other features of the New York system are to be introduced.

**Documents and exchanges**—Not less than 10 laws deal specially with state publi-

cations and exchanges. Most of these increase the number of volumes that may be disposed of and enlarge the field of exchange. Only a few look to more systematic and economic methods of distribution. Minnesota has repealed the law forbidding the sale or exchange of statutes and session laws; state officers receiving public documents for state use are to deliver them to the state librarian. In Wisconsin senate and assembly bills, resolutions, memorials and journals may be sent to libraries on application, and they are to be accompanied by appliances for filing them. State public documents are to be furnished to libraries having 1000v. or more, provided they can care for and use them. A list of such libraries is to be prepared by the state library commission. This plan will reduce the very great waste so common in the ordinary indiscriminate distribution of public documents. The chaotic condition of the system of exchanges in some states and the absence of it in others also emphasize the importance of having all this work done by the state library for the sake of economy and effectiveness.

**Archives**—Historical collections called forth laws in six states. Steps are being taken for the proper preservation of important state documents and valuable papers and efforts made to add thereto by examining local records and interviewing old settlers. The materials thus collected are to be made accessible and convenient for consultation. For this purpose North Carolina appoints a special commission, Washington makes the state historical society a state trustee and Illinois incorporates the state historical society as a department of the state historical library. Pennsylvania created a division of public records in and under control of the state library. It provides for the care of records throughout the state and especially requires heads of state departments to deposit with it all early papers up to 1750. This seems to be the better plan, to have the work done by the state library, where the collection should be kept, or to establish organic connection between

it and the state historical society. In New Mexico the territorial librarian is directed to send to the Library of congress old Spanish and Mexican archives prior to 1850 to be classified, analyzed and indexed without charge to the territory. Copies of the analysis and index and any documents that may be printed are to be furnished to the territory and all original papers returned to the territorial librarian. The Library of congress thus performs a double service: it secures a catalog of documents valuable in United States history and the territory gets the free benefit of its expert work.

**Special acts**—A New York law allows Mt Vernon to appropriate not over \$7000 yearly for libraries, instead of permitting the amount to be fixed annually by the local authorities. This is the fourth act of the kind for this city in nine years, a method which seems more concerned to safeguard the taxpayer than to meet the steadily growing needs of the libraries. A new law provides more satisfactorily for the consolidation of the old Brooklyn library with the Brooklyn public library (*Library journal* 28:310) Buffalo may take land by right of eminent domain for public library building purposes. Philadelphia is given authority to accept Andrew Carnegie's gift of \$1,500,000. Minneapolis has an interesting law authorizing the city to enter into an agreement with private individuals for the maintenance of a law library. Cincinnati's law providing for an issue of bonds for Carnegie branches was declared invalid by the supreme court as special legislation. In Tennessee taxing districts of 100,000 may levy a library tax of three cents per \$100. Numerous other special acts are of only minor importance.

**State commissions**—Notable in the legislation of the past year is the attention paid to public library commissions. They received special consideration in ten states. Three commissions went out of existence and three new ones were created. But the work has not been abandoned anywhere nor has any new state been added to the list. Supplementing

the consolidation law of 1901, New Hampshire abolished her board of library commissioners created in 1891, and conferred their powers on the trustees of the state library. For her public and traveling library commission of 1901 and the one in charge of the state library, Washington substituted a single body consisting of the governor, five supreme court judges, and the attorney general. In theory they represent the interests of the general public, the court and the bar respectively. They are to have control of the miscellaneous, law and historical departments of the state library, a system of traveling libraries and give assistance to public libraries. For the latter three departments there is to be an advisory board consisting of the state superintendent of public instruction and four appointees of the governor, two on recommendation of the state historical society and the state federation of women's clubs. The state librarian is to be secretary of the commission and of the advisory board. Unfortunately a \$6000 appropriation for traveling libraries was vetoed by the governor and consequently no advisory board has yet been appointed. There is danger that the numerous regular duties of so many ex officio authorities will interfere with the proper consideration of library problems. But Washington is looking forward to a more stable administration and the centralization effected should produce good results under an efficient executive officer.

In Idaho also the commission of 1901 is displaced by a new one with the usual duties relating to free and traveling libraries. It is composed of the attorney general, secretary of state, president of state university and superintendent of public instruction, with the latter as secretary. Politics were concerned in this change under the guise of economy. To make such an important department a mere adjunct of an office already burdened with work distinctly its own looks like a step backward. The club women of the state who were instrumental in securing the original commission are entirely excluded from consideration. The annual appropriation was

reduced from \$3000 to \$2500 and a bill aiming at much needed improvement in the state library was killed.

Connecticut after 10 years of state aid to libraries made provision for a library inspector and traveling libraries and pictures for which \$2000 annually is appropriated.

Colorado, which, like Maryland, now has two commissions, established one in 1899 to advise public libraries with \$250 a year. A second is now added to have charge of traveling libraries, with a two-year appropriation of \$2000. Each has five members appointed by the governor, those of the second on nomination by the state federation of women's clubs. The first consists entirely of men, the second of women. Both have headquarters in Denver, but apparently too far apart to combine and prevent waste of funds and effort in needless duplication.

In Wisconsin where traveling libraries, equipped through private funds, have been so successfully conducted by the free library commission since 1896, a distinct traveling library department is now added. The commission is to continue its supervisory relation to the various county traveling library systems which are independently organized and were given a legal status in 1901. It is authorized to cooperate with other commissions in publishing documents. For this enlargement of its duties, for the expansion of its legislative reference room and for strengthening its instructional work in the field the annual appropriation is doubled to \$18,000.

Indiana also reports progress. The commission which for the first time is assigned permanent quarters in the state house, is authorized to provide courses of library instruction and serve public libraries generally for the best interests of the state. Annual reports are to be obtained from all libraries in the state and a full biennial report made to the governor. On account of a technical error the section of the law allowing the employment of a secretary has been declared unconstitutional, leaving this office to the state librarian as formerly.



The annual appropriation is raised from \$3000 to \$7000.

California adopted an amendment permitting the loan of books from the state library to persons other than members of the legislature, one of the objects being the formation of traveling libraries. The librarian is also to collect statistics of and for public libraries in the state. The intention is ultimately to have the powers and duties of a commission vested in the state board of library trustees. This is in line with the growing tendency toward unification of library interests within a state and centralizing them at the state library.

There are now 22 commissions in 20 states. Traveling libraries are maintained by 18 states and 10 make grants of money or books to public libraries. There is a constantly growing appreciation of what commissions may do to promote the establishment of new libraries, aid and improve existing ones, and provide good reading matter free for isolated communities. To do this satisfactorily there should be one or more persons in thorough and intelligent sympathy with the work, who give it their full time and attention. There must be suitable rooms and office equipment. The best and largest results are being accomplished where there is a trained organizer, and a wise administration of grants from public funds implies systematic inspection. All of this requires funds, and it is important to note that in 14 of the commission states the total increase in appropriation for the year is over 36 per cent. The outlook in this field is decidedly encouraging.

To make room for extension of the British museum, the block of buildings on the west side of Montague place is to be demolished. An entrance is being erected where now the bleak looking back of the museum is presented, at a cost, with the garden that will surround it, of \$1,000,000. For further extensions property has been acquired in Montague and Bloomsbury streets at a price of about \$12,500,000.

### Library Notes

Melvil Dewey, director New York State library

**025.7 Training of library binders**—We have considered the desirability of taking apprentices in our own or some other bindery with special facilities for this work, who would learn the business wholly from the standpoint of libraries, with the purpose of qualifying themselves for positions in library rather than commercial binderies. This emphasizes questions like gilding and repair of library books, and mastery of all processes that contribute to durability in distinction from those giving results pleasing to the eye and best adapted for much commercial work. A steadily increasing number of libraries require one or more binders or repairers on the premises, and men or women carefully trained for this peculiar work would have a decided advantage in securing such positions, which are very desirable because permanent, and not subject to lost time for dull seasons.

**328.7 Indexes to state documents**—The New York State library is preparing an index of New York senate and assembly documents from 1777 to 1900, bringing out and making available to students every special report made during that time. This is now complete on cards back to 1840. The annual summary of comparative legislation, which New York has published so many years, grows constantly in public appreciation, and we are each year giving more time and money to its improvement. As we are compelled to collect as promptly as possible from every state the record of every law, we have decided to make this a center for all annual publications, for numerous tables, summaries, digests and indexes to be made satisfactorily only from early copies of all laws past by all states. While this work is done primarily to benefit the legislature and people of New York, it is equally valuable to every other state and we find each year a larger number who appreciate how much legislation may be improved by careful comparative study of any topic under consideration.

## Library Schools

### Drexel institute

A bi-weekly course in Current topics was begun in December. The purpose of the course is twofold: first, to familiarize the students with the better class of newspapers and weekly reviews, both general and purely literary; and second, to give them practice in gathering from these reviews matter which will be of use to them in their profession, not merely notices of new books but rather topics of artistic, literary, and musical interest. Thus far politics and current history have been omitted from the discussions. Upon the day of meeting the students bring to class the notes which they have taken, and open discussion is then held upon all the topics brought to notice. Thus the attention of each one is called to matters which she may not have seen in the paper or review assigned her, and each profits by the work of her fellow students.

Elfreda Stebbins, class of '03, has been made librarian of the Public library of Fort Collins, Colorado.

Ora I. Smith, class of '03, has been appointed to a position in the cataloging department of the Library of congress.

Alice B. Kroeger, Director.

### Carnegie library of Pittsburg

#### Training school for children's librarians

It has been thought best this year to give the students more practice than heretofore in the daily business routine of library work, before allowing them to do much work in the children's rooms. During the first term therefore the students have been scheduled for their practice work as general assistants in the five branch libraries, only one afternoon each week being spent in the children's rooms. At the end of the term the students were required to pass an examination in library records, statistics, desk work, etc., and they are now ready to take up their work in the children's rooms.

On November 28 and 30, Miss Plummer, director of the Pratt institute library school, gave two lectures on Classics for

children and Poetry for children, and on December 8, Miss Shedlock of London, England, the well-known story teller and lecturer on the art of telling stories to children, began a course of instruction to the students. The course, which lasted 10 days, consisted of 10 lectures, and much instruction to the students individually, each student having opportunities to tell stories in Miss Shedlock's presence, and thus benefitting by her personal criticisms. It may be well to mention here that for several years story telling to children has formed a part of the regular work of the staff of the Children's department of this library. This course of Miss Shedlock's has been of incalculable benefit to the children's librarians as well as to the students in the training school, for Miss Shedlock is an unequaled exponent of her art.

The subjects of Miss Shedlock's lectures were as follows: Art of story telling; Elements to avoid in story telling; Elements to seek in story telling; Stories for little children; The fir tree and Olé Luk-Oie from Hans Christian Andersen; The fun and philosophy of Andersen; The poetry and pathos of Andersen; Poems for children from 9 to 12 years of age; Passages from Shakespeare and Milton for children from 9 to 12 years of age; Miscellaneous fairy tales.

### Pratt institute

The new year ushers in a number of changes in the rules and regulations of the library, mainly in the circulating department, which has been changed into an open-shelf room. In connection with this change, there has been discontinued the 24 hours' waiting between the receipt of the application and the issuing of a card to the borrower. The call-numbers for fiction have been dropped, and application-blanks have been done away with. During at least one non-circulating evening each month, the open-shelf room will be open for institute instructors, where an opportunity will be afforded them to examine new books and magazines and to enjoy some quiet social intercourse. In other departments of the library other changes

will eventually follow, in accordance with the general plan of reorganization. The collection of books and periodicals (in the technical lines followed by the institute departments) will be gradually built up, and the library become in time, it is hoped, a sort of headquarters for technical students generally.

In the general course this year, the course in Foreign fiction will be conducted by the director. The course on the History of learning, by William Warner Bishop, will be given during the winter term. Other lecturers to the students of this course will be:

J. C. Dana, Miss C. M. Hewins, Miss F. B. Hawley, Dr E. C. Richardson, George Iles, Herbert Putnam, Miss M. E. Robbins, Mrs S. C. Fairchild, Miss I. E. Lord, and Miss M. E. Sargent.

The advanced class will take up the work in Paleography, under the direction of W. W. Bishop, of Princeton university library, in the absence of Dr Egbert, of Columbia university, the usual lecturer. The following lectures will be given before this class, aside from their regular lecture courses: lectures on the Bibliography of bibliography, of travel, of biography, of the classics, of social science, of literature, of useful arts, and of natural science.

MARY W. PLUMMER, Director.

#### Wisconsin Library commission

There will be a supplementary course in July, 1904, for those who have had one course in the summer school. The special feature this year will be the study of books. The historical side of libraries and of books and printing will receive special attention. Miss Plummer, of Pratt institute, Brooklyn, will give the lectures on the history of libraries. Irving Way of Chicago will give the lectures on history of printing and binding. All arrangements are under direction of Miss Marvin, head of the instruction department of the commission, who will answer any inquiries regarding it addressed to the commission at Madison, Wis.

#### Another Word from Another Library Student

##### EDITOR OF PUBLIC LIBRARIES:

I have been wanting for some time to say that you did a good thing when you gave space to the Word from a library school student in the July number of *PUBLIC LIBRARIES*, and Amen to the article. It could be circulated as a statement of sentiments and receive the signature of eight-tenths of the library school graduates. It is a strong understatement of facts and is not weakened by personal or petty examples, but shows that experience necessary to enable one to make such true deductions. Library school pupils have from the beginning had the personal fitness qualification held before them, but this same fitness should be considered even more carefully in engaging directors and instructors of library schools. It is well understood that in fitting people for earning a livelihood, as much information and instruction as possible must be given in the shortest length of time and at the slightest expense. To do this well every element of personal friction should be removed, and all fear that however hard he may work—how passable his grade, in the end the personal equation may lower his mark and his liability to be placed on an ineligible list will depend on the impression made upon his instructors. Why the personal factor seems always to lower and never even up a pupil's standing is one of the mysteries of library training. True enough that marks may be acquired by devious ways, and the wise and accomplished instructor in passing final judgment for fitness to hold a position will let the personal qualification when it is what it should be, help to bring up the lack of technical skill which often has proved very much better in actual work than at the school. I wish the library student had not put the closing paragraph in form of a question, for it is one of the strongest statements in that excellent set of statements. There is no question about it.

ONE WHO KNOWS.



### Library Meetings

**Chicago**—The regular meeting of the Chicago Library club was held in the Chicago public library, Thursday evening, Jan. 14, 1904. The committee on publication and printing reported that two daily papers have given space for weekly notes from the library field, and that an editorial committee had been appointed consisting of Mr Barr, John Crear library; Mr Merrill, Newberry library; Miss Robertson, University of Chicago library; Miss Lindsay, Evanston public library; Miss Ahern to represent the various smaller libraries. Chicago public library has not yet appointed a representative.

The committee on publication and printing submitted a recommendation that the club publish a handbook, which report was accepted.

Prof. James Westfall Thompson, of University of Chicago, then addressed the club on the subject of the Collection, preservation, and use of historical material in our libraries. He divided the material into three classes: 1) The earliest records, consisting of bone-scratchings, inscriptions, etc.; 2) maps, manuscripts, diplomas, books; 3) that intangible material including the body of folk psychology and lore and moral evidences. Practically speaking, the field is limited in subject, because though all activities of man are history, we can eliminate pure science from our general consideration, and the field is limited in area, for we leave to museums the pure archaeology.

The four great agencies for the collection of material are those of government, church, associations and corporations—including libraries, universities, and societies—and the private collector. While the government now seems the best agent, the church was so closely identified with government in earlier ages that it is one of our chief sources. The records of the third class are less apt to be influenced by politics than the first. The danger with the private collection is that it may be scattered upon the death of the collector, or that valu-

able material may be lost to the historian because to the collector the document is of no importance except for the sake of some famous person's autograph at its end. People should be taught the value of historical sources so that they may, with due discrimination, keep such as give original material upon their period. Between auctions and ignorance large amounts of good material are scattered and lost. The local collector for the library can do much in gathering the material relative to his own district.

The field is so vast that many large libraries devote themselves especially to one or two subjects, which are then not duplicated in other libraries. Cornell university, for instance, has the finest collections on witchcraft and on Dante in the country; the University of Wisconsin and the Historical society have our best collection of Americana; Columbia keeps a great collection of the reviews and periodicals of the French departments.

In conclusion, Professor Thompson urged the need of a broader, more liberal policy toward the public at large, especially by some of the historical societies, and the need of endowments to pay for the publication of sources of historical material.

Miss McIlvaine then gave a brief history and description of the methods of the Chicago Historical society, which, after suffering loss in three successive fires, has now installed fireproof equipment, even to its waste-paper baskets.

Mr Andrews maintained the history of human knowledge to be as important as the history of human action. The manuscript laboratory notes are less valuable than the deductions made from these notes, which appear in periodicals or pamphlets. Books play a very minor part in scientific collections because the average scientist has no time to write books, but leaves that to the compiler, who gathers his materials from periodicals. Not only in the relatively small value attached to original manuscripts, but also in the greater value placed in the most recent material rather than

the earliest records and editions, does the history of human knowledge differ from the history of human action.

Descriptions of the Newberry library collections by Mabel McIlvaine; Hammond (Theological) library by Mr Gates, and the Evanston Historical society by Mr Currey were also given.

After a vote of thanks to Professor Thompson, the meeting adjourned.

A. H. Hopkins, Louisville public library, will speak on the Relation of the library and the museum on February 11.

RENÉE B. STERN, Sec'y.

**Pennsylvania**—The second regular meeting of the Pennsylvania library club was held on Monday evening, Jan. 11, 1904, at the H. Josephine Widener branch of the Free library of Philadelphia. Mr Bliss presided and after welcoming the members and guests of the club, and announcing the plans for the meeting to be held on Feb. 8, 1904, introduced the speaker of the evening, John Thomson, of the Free library of Philadelphia.

Mr Thomson prefaced his address by announcing that the mayor had that afternoon signed the ordinance of councils accepting Mr Carnegie's offer of \$1,500,000 for the erection of 30 branch libraries in the city of Philadelphia, and that a telegram had accordingly been despatched to Mr Carnegie, notifying him of the acceptance of his gift.

Mr Thomson then proceeded to read his paper on the subject of Booksellers, old and new. Lantern illustrations, including portraits, views of localities famous for their bookshops or stalls, such as the old London Bridge before the great fire, and the quays of the Seine, and offices like the King's printing house and stationers' hall, London, added interest to the address. After a short history of the origin and growth of the trade of bookselling, Mr Thomson gave a descriptive account of the buildings which covered old London Bridge, among which, in the second half of the sixteenth century is found the first mention of a bookseller's shop, that of William Pickering. Others were established, and of one of these Bridge booksellers, Thomas

Passinger, it is recorded that he made a bequest "to the public library at Guildford to the value of forty shillings." A visit to Guildford in the end of 1902 disclosed the interesting fact that the library of the grammar school there is a chained collection of between 200 and 300v. with the chains still attached. Mention was made in this connection of two other well-known chained libraries, those of the University at Leyden and of the Chapter house at Hereford.

The volumes principally supplied by the old booksellers were cheap and handy books used by peddlers who roamed about the country and offered these "chap books" for sale. They included bibles, testaments, psalters, primers, hornbooks, three-sheet histories, penny histories, and ballads, the last-named being the means by which such events as fires, floods, battles, shipwrecks, murders, and monstrous births, became the gossip of the country side.

Mr Thomson then gave interesting sketches of famous booksellers, among whom were included Samuel Richardson, the novelist, Edward Cave, Jacob Tonson, "prince of booksellers," Archibald Constable, famous for his connection with Sir Walter Scott, Charles Edward Mudie, who, first an assistant to his father, a second-hand book-dealer, became known to fame as the founder of Mudie's Lending library, W. H. Smith & Son, who originated the enormous traffic created in books and newspapers in connection with the British railway system, and Routledge & Company, formerly connected with W. H. Smith & Son, who published many cheap popular series of books, such as the Railway library and others, many volumes of which had very great sales.

With mention of the development of the bookstalls along the banks of the Seine in Paris, from portable stands which were removed by the venders every night, to fine new stationary boxes covered with lids of shining zinc, which seem to be branch establishments of the shops opposite to them, Mr Thomson concluded his address, which was a most enjoyable one.

Mr Ashhurst rose and congratulated Mr Thomson both personally and on behalf of the Mercantile library, on the attainment of a desire long felt by the Free library, the acceptance by the city of Mr Carnegie's offer to erect branch libraries in Philadelphia. He then moved that a vote of thanks be tendered Mr Thomson for the entertaining paper read before the club on that evening. This motion was seconded and unanimously carried.

Mr Ashhurst then announced that arrangements had been made with the Hotel Rudolf, at Atlantic City, for the joint meeting of the Pennsylvania library club and the New Jersey library association, on March 18-19, 1904, and quoted a schedule of rates for the entertainment of members attending this meeting. Mr Bliss then declared the meeting adjourned. The usual pleasant social half-hour in the upper rooms of the library followed.

EDITH BRINKMANN, Secretary.

### Report of Library Department, N. E. A.

The secretary of the N. E. A. has still a number of the reprints of the proceedings of the Library department of the N. E. A. on hand, which may be had for 10 cents. Libraries will find most of the material in this report of value in their work and should provide themselves with a copy at an early date.

These reprints were made especially for those who do not have the full volume of proceedings, and the consideration shown in the matter should meet the appreciation of libraries and library workers. A discount is allowed on orders of 10 copies or more. Address all orders to Irwin Shepard, Winona, Minn.

At this time when library and literary matters of Canada and the United States have many interests in common, librarians of both countries will be interested to know of the excellent pamphlet on Canadian bibliography (1901), prepared by Lawrence J. Burpee, a few copies of which may be had from Jas. Hope & Son, Ottawa, for 75 cents.

### News from the Field

#### East

Clark university library has issued a bibliography of the writings of G. Stanley Hall, and a bibliography of child study for 1902, as Nos. 1 and 2 of Vol. 1 of its publications.

At the dedicatory exercises of the new Clark university library at Worcester, Mass., Dr G. Stanley Hall, president of the university, announced a gift of \$100,000 from Andrew Carnegie.

W. I. Fletcher has submitted his twentieth annual report as librarian of Amherst (Mass.) college. The library has doubled its number of volumes in that time as well as the hours of service.

Delucana L. Bingham, who has had charge of the public library at Manchester-by-the-Sea (Mass.), for more than 20 years, has just celebrated his 89th birthday. He is said to be the oldest librarian in New England.

Mrs Mercie S. Doane, librarian of the Athol (Mass.) public library for 16 years, has sent in her resignation to the library trustees, to take effect February 1. The library has been in charge of the Doane family since it was started, in 1878, as the Athol library association, with Mrs Eliza F. Doane as the librarian. On its becoming the Athol public library, in 1882, Mrs Doane was retained as the librarian and served until 1887, when she was succeeded by her daughter-in-law, Mrs Mercie S. Doane, who has served to the present time.

L. D. Carver, state librarian of Maine, reports that for 1903 about 6900 new books and pamphlets were added to the state library. This is fully 1000 more than were ever added in an equal length of time. By the last report it appears that for the years 1901 and 1902 there were added to the library 11,415v. Of these 3190 were purchased; 3360 were received from other states in exchange for Maine books and documents; 1932 were received from the United States government; 933 were gifts, and 2000 were purchased for the traveling libraries.

One matter which causes confusion in the exchanging of reports is that in some states the libraries do this work and in others it is done under the direction of the secretary of state. These reports are of the greatest historical and political value, and their value increases with the years. Few if any states have a complete set of their own records, and no state has a complete set of the records of every state.

#### Central Atlantic

Euphemia K. Corwin, of the New York state library school, class of '96, has been appointed librarian of Berea college library, Berea, Ky.

Dr J. A. Coles has presented two valuable bronzes to the Public library of Newark, N. J., which will be placed on the two pedestals in the entrance to the library. The first of the pieces is a bust of Cæsar Augustus, and the second an Apollo Belvedere, both of heroic size and exact copies of the originals in Rome, Italy.

The Lenox library held a most interesting exhibit of British mezzotints in its art gallery during January. In addition to the Avery collection of the New York public library, prints loaned by J. Pierpont Morgan, J. L. Cadwalader and others were exhibited. The exhibition embraced the period of mezzotint art in England, 1770-1800.

George Winfield Scott, class '96 of Stanford university, has been appointed chief of the newly created division of law of the Library of congress. The position is an administrative one and the salary has been fixed at \$3000 a year.

Mr Scott is a New York man and has held scholarships in Columbia, Cornell, Chicago, and the University of Pennsylvania.

William Richard Watson, assistant librarian of the Carnegie library of Pittsburgh since its organization in 1895, has resigned this position to become assistant librarian of the California state library, Sacramento. Mr Watson left Pittsburgh on January 1, to the regret of

the entire library staff. Owing to his resignation, it has been decided to abolish the position of assistant librarian in the Carnegie library of Pittsburgh.

The Public library of Syracuse, N. Y., reports the circulation for the last year as 152,956v, with 61,097v on the shelves. A notable point is that the number of German readers is growing steadily less. The library sends traveling libraries to various organizations in the city, and to the schools on request. Librarian Mundy estimates that in 1902 about 38 per cent of the expenditures was for maintenance, 32 per cent for increase, and 30 per cent for serving the public.

The Buffalo public library supplies 39 schools of that city with traveling libraries. There are 675 libraries containing about 30,000v. There is also a large collection of mounted pictures which circulate. The libraries are changed once a year in February. There is an excellent reference library in the teacher's reception room at the library building, which is extensively used by the teachers. Grace D. Rose has charge of the school department of the library.

The Washington county free library at Hagerstown, Ind., began the new year free from debt. E. W. Mealy, president of the board, gave \$5000 and the children of B. F. Newcomer gave the rest to pay off the final debt of \$21,000. A friend of the library, not living in Washington county, has given \$5000 to be spent in extending the work in the county by establishing branch libraries and to establish a department entirely for the young. The name of the donor has been withheld.

Robert S. Fletcher, formerly librarian of the Carnegie public library, Bradford, Pa., and for the past few months librarian of the Williamsburgh branch of the Brooklyn public library, will succeed Mr Hopper as librarian of the Wylie avenue branch, Carnegie library of Pittsburgh. Mr Fletcher is the son of W. I. Fletcher, librarian of the Amherst college library, is a graduate of Amherst, and before taking charge of the library

at Bradford had experience in the Amherst college and Buffalo public libraries.

Franklin F. Hopper, graduate Princeton 1900, and Pratt institute library school 1901, on January 1 became chief of the order department of the Carnegie library of Pittsburg. The duties of this position have for the past few years been performed by Mr Watson, the assistant librarian, in addition to his other work. After his graduation from the Pratt institute library school, Mr Hopper was for some time an assistant in the Library of congress, and since January, 1903, has been librarian of the Wylie avenue branch, Carnegie library of Pittsburg.

Congress has added another collection to its valuable series of presidential papers, the latest acquisition being the papers of James K. Polk, eleventh president. The collection is a notable one, covering, as it does, a complex and exciting period of American history. It comprises the correspondence of the President—thousands of letters addressed to him by leading men of the time—his manuscript speeches and addresses, and much other material of interest and value to historians, including broadsides and other political manifestos, campaign literature, volumes of newspapers, etc.

The significance of the collection to students of history will be evident from a consideration of the length of President Polk's career and of the many public relations in which he figured.

In recognition of the fact that the National library is the natural custodian of presidential papers, it has been made the repository of the Washington, Madison, Monroe, and Jefferson collections, formerly held in the Department of state. It has also received from other sources much valuable manuscript material relating to presidents.

On November 18 the contract was let for the excavation and foundations for the addition to the central building of the Carnegie library of Pittsburg, for the erection of which Mr Carnegie some

time ago gave \$5,000,000. The excavation was begun on November 24, and it is hoped the foundations will be finished in February. Bids for the superstructure will probably be asked for about February 1. Hopes are entertained that the building may be completed by Founder's day, 1905, the first Thursday in November. The architects are Alden & Harlow of Pittsburg, who built the present structure.

The present building houses not only the library, but also the Carnegie music hall and the two departments of Carnegie institute—the department of fine arts and the museum. The plan adopted for the extension provides that all of the present building, with the exception of the music hall, shall be used by the library, which will also have a new 11-story stack room 120 feet long by 40 feet wide, and several other rooms in the new building. This will of course necessitate extensive remodeling of the present structure. The completed building will be about five times its present size, will measure 404 feet on Forbes street and nearly 600 feet along its east side. It will cover an area of over four acres.

#### Central

Florence Wing has been appointed librarian at Hudson, Wis.

Mrs Ramsay Baker has resigned as librarian of Joplin (Mo.) public library. The salary is \$65 a month.

E. W. D. Holway has presented to the University of Minnesota his library of over 8000v. relating to botanical researches in fungi.

Charles H. Brown, reference librarian of the John Crerar library, Chicago, was married to Alice A. Roberts, Dec. 23, 1903, at Norristown, Pa.

The new Public library building at Ft Wayne was opened to the public, January 14, with appropriate ceremonies. The building is a gift from Mr Carnegie and cost \$75,000.

Mrs H. A. J. Upham has presented \$10,000 to Downer college at Milwaukee, Wis., for a library building, as a



memorial to her parents, Mr and Mrs T. A. Green. Mrs Upham had previously given \$5000 to the library itself.

#### South

Barnard Shipp of Louisville, Ky., has given his library, worth \$100,000, to the University of Virginia.

The report of the Atlanta Carnegie library shows continued activity and a marvelous amount of work on a comparatively small appropriation. Cards issued, 13,420; days of issue, 307; average circulation, 400v., total circulation for 1903, 111,558v.; number of books on shelves, 25,820. [An extract from Miss Wallace's report is given elsewhere.]

#### West

Belle S. Earley, librarian of Kearney, Neb., died Dec. 29, 1903. Miss Earley had studied at the Wisconsin summer school and had done excellent work in her library.

Figures supplied by Miss Tobitt, the librarian, of Omaha, show that during 1903 the public library continued to add to its equipment at about the same ratio it has advanced in previous years. There has been no diminution in the use of the facilities afforded. Number of volumes now in the library, 51,501; number of volumes added in 1903, 3085; number of cards issued in 1903, 3833; number of cards now in use, 13,183; books issued for home use, 200,432; books issued for reference, 33,599; visitors to museum, 22,285.

A herbarium has been presented to Omaha, Neb., by William Cleburne and will be completely installed in the library building during the winter. Three cases will contain 2200 species belonging to 800 genera and collected by Mr Cleburne during almost 30 years in Nebraska, Kansas, Colorado, Wyoming, Utah, and Idaho.

The native plants of Nebraska have received particular attention and are very fully represented. Mr Cleburne has made a special study of the difficult subject of grasses and has collected and determined about 150 that are either indigenous or have been brought into the state by human agencies.

The plants have been carefully pressed, dried, and labeled. Each species is represented by several specimens gathered from widely separated localities in order to show the variation in form due to differing climate, soil, and environment. All the species that form a genus are then grouped together and the genera arranged into the 140 families which compose the flora of Nebraska. The collection is so arranged as to make it easy to find and examine any particular plant. The alphabetical catalog, which fills a large book, is being prepared by Mr Cleburne at the expenditure of much time and effort.

#### Pacific Coast

Josephine E. Holgate, for five years connected with the Public library of Tacoma, Wash., has been chosen assistant state librarian of Washington.

One of the strong features of the Public library at Portland, Ore., is the story-hour in the children's room. Displays of various kinds form the basis for the talks which are given by Miss Hassler, the children's librarian.

President Jordan has presented to Leland Stanford university as a gift his magnificent collection of books on the subject of ichthyology, on which he is one of the leading authorities of the world. The collection contains in the neighborhood of 3000v., and is undoubtedly one of the finest in existence. It is a working library that Dr Jordan has collected during the past quarter of a century, and contains many volumes and sets that it would be almost impossible to duplicate. Some of the works date back to the middle of the sixteenth century, and there are volumes and pamphlets that deal with science of fishes from that time to the present day.

The collection also contains 237 stout volumes of pamphlets that have been collected by Dr Jordan during past years. These pamphlets number many thousands and cover every phase of the subject of fish and fisheries. They are all written by men who know their subject, and in the available form in which they

have been put together, they are of great value to students of zoölogy. Every pamphlet has been carefully cataloged and can be found without trouble. The collection is to be shelved in the department of zoölogy.

#### Foreign

Dr Otto Hartwig, formerly director of University library of Halle and until recently editor of *Centralblatt für Bibliothekswesen*, died December 22, 1903.

In offering a public library to Scarborough, England, Andrew Carnegie has proffered his thousandth library. In the three years since his gifts for this purpose began he has planned for nearly a library a day, omitting Sundays. In all he has given about \$100,000,000.

Father Francis Ehrle, prefect of the Vatican library in Rome, will have charge of the papal exhibit at the St Louis exposition. Father Ehrle was called to the Vatican library in 1895, where he has distinguished himself by his learning, his taste and executive ability, and has won the esteem and gratitude of the many students who have used the Vatican library.

The librarian of Kristiania, Norway, Mr Nyhuus, writes of conditions there as follows: We have made an attempt toward library coöperation, printed cards and separate catalogs printed from the type of the main catalog. By acting as one body the 650 small libraries of Norway have obtained special rates from nearly all publishers. We are working for one cataloging system, one classification, uniformity all over, in order to make the most out of our very limited means.

#### Canadian Library Notes

Modern systems of classification are gaining ground, though very slowly, in the public libraries of the dominion. The Dewey system was adopted several years ago in the Hamilton public library. It is also used in the Citizens' free library of Halifax, and in the London (Ont.) public library. In a modified form it has been applied to the Reference de-

partment of the Toronto public library. It is also used in several of the Canadian college libraries. Cutter's *Expansive* has so far been adopted by McGill university, Montreal, and the Chatham and Windsor public libraries.

The majority of Canadian libraries so far cling to the printed catalog, with periodical supplements. Card catalogs have been adopted in the Frazer institute, Montreal, in the Toronto Reference library, and, in conjunction with a printed catalog, at London, Brockville, St Thomas, and Chatham and Windsor Ontario libraries.

Montreal, after many months' consideration, at last decided to throw out the Carnegie offer of \$150,000 for a new public library building. Various reasons were alleged for this course, and doubtless the city council did not decide upon such action without good and sufficient cause. It is, however, regrettable, in the interests of librarianship in Canada, that the metropolis of the dominion should still be without a free city library. Possibly one or another of Montreal's millionaires who has so generously endowed the city with colleges and hospitals will now step into the breach and provide a library building worthy of Montreal.

Only one Canadian public library has so far reached the stage where the establishment of branches becomes necessary or desirable. Toronto possesses five flourishing branches, in addition to the central reference and lending library. Mr Carnegie's gift of \$350,000 is to provide for a new central library and three additional branches.

The Citizen's free library of Halifax is one of the most efficient and up-to-date public libraries in the dominion. It has not only a very well selected collection of books, covering every department of human knowledge, carefully cataloged and classified, but, in spite of a very small income, it manages to meet and even anticipate the various wants of its community. It issues a well-printed and interesting bulletin, and possesses—what no other Canadian library has—a bindery of its own. The binder receives

\$34.66 a month, and an assistant gets \$13.

Much discussion has taken place, during the past year or so, among Canadian librarians, as to the desirability or otherwise of making special provision for children in public libraries. In the sense of the large and fully organized children's departments of United States libraries, no such thing as special provision yet exists in the dominion; that is to say, there are no rooms specially constructed and set apart for children; no fittings or furniture particularly adapted to their needs; no library attendants whose special duty it is to look after the wants of the little people; and except to a limited extent, no attempt to provide a special, carefully selected and classified juvenile library, with its own catalogs. At the same time, several of the new libraries now under construction will contain such children's departments. Inquiry of a number of the leading Canadian libraries elicits a response on the whole very favorable to the principle of a special children's department. The Public library of Victoria, B. C., provides "certain library shelves for children's books, to be selected but not read in the library"; Vancouver has "no special provision for children at present, but intends to do so in the new building now under construction through the generosity of Mr Carnegie"; at St Thomas, Ont., "the board has placed books in the schools for supplementary reading, under the teachers' supervision"; Berlin replies: "Not at present, but in our new building a children's department is being provided"; Ottawa is also making very complete provision for a children's department; Lindsay has "a special collection of juvenile books, specially classified"; Brockville approves of the principle, but lacks proper accommodations at present; Sarnia has provided a room properly fitted with shelving, card catalog case, nature study case, etc., for the children's room in its new library building. St John, N. B., has no special provision, but intends to include a children's room, thoroughly equipped in the new library building. Stratford "is arranging for a spe-

cial children's reading-room in its new building"; Chatham is providing for a children's room in its new library building and has arranged to put in the most modern equipment for the development of the children's work. Windsor has arranged and provided children's tables, chairs and other equipment for the children's room in its new library building.

The open-shelf system has been adopted, under various restrictions, in a number of Canadian libraries. In Berlin the principle is applied to all books except fiction and juvenile; Dundas reports its use to a limited extent; Halifax and Elora, Ont., use it for reference purposes only; Hamilton has adopted open access under certain restrictions; Niagara, Paris, and Sarnia have not applied the system to their existing libraries, through lack of proper facilities, but intend to adopt it in the new libraries now under construction; at Stratford access to the shelves is absolutely unrestricted, except as to fiction and juvenile; Victoria has also adopted the system for the greater part of its books; Vancouver alone sends an unfavorable reply: The open-access system was tried here (writes the librarian) and found very unsatisfactory. Dr Bain, of the Toronto public library, is another librarian who takes a rather pessimistic view as to the advantages of the system. The large majority of the Canadian college libraries permit students to have either full or partial access to the book shelves.

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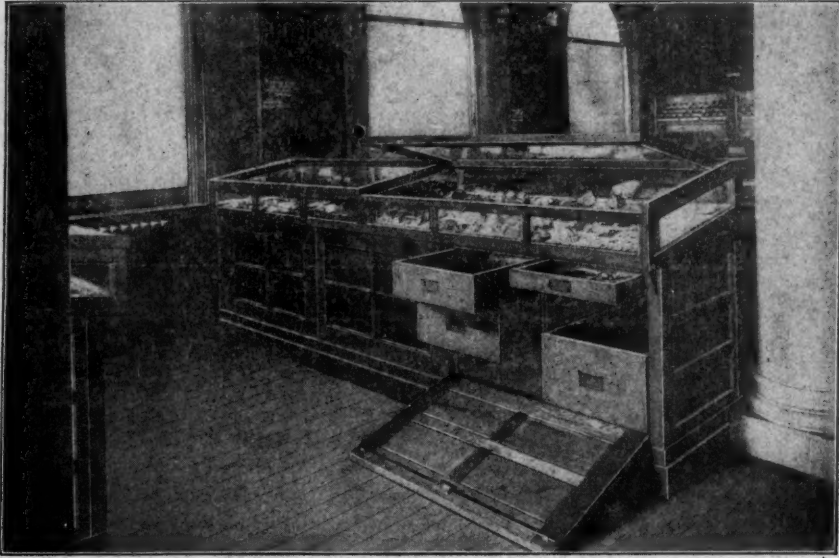
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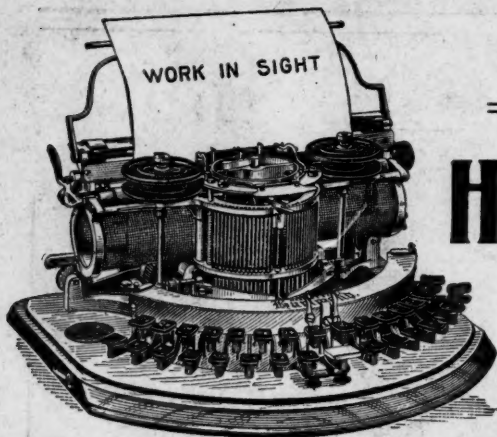
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